



LGPA 2017/18

Accountability Requirements

Kalungu District

(Vote Code: 598)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	Final Draft Performance Contract for 2017/18 - was stamped 4th August, 2017 - – sn 4062	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	The Procurement Plan was attached to the copy of the draft Contract availed in the MoFPED.	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	The Annual Performance Report was received late under SN 4516 of 4TH August 2017	No

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>All four Quarterly reports were submitted late</p> <p>Quarter 1 - 28th November, 2016 – Sn. 0124</p> <p>Quarter 2 - Submitted on 2nd March, 2017 – sn 0447</p> <p>Quarter 3 - 15th May, 2017 – sn - 0717</p> <p>Quarter 4 - SN 4516 OF 4TH August 2017</p>	<p>No</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<ul style="list-style-type: none"> The district submitted the status of implementation of audit recommendations to the Internal Auditor General on 24th March, 2017. 	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of Kalungu District Local Government was unqualified.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Kalungu District

(Vote Code: 598)

Score 50/100 (50%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	0	<ul style="list-style-type: none"> • Minutes presented to the assessor – Minutes of a meeting of 5th July 2017; 1st August, 2017; 26th September, 2017, and another set for 11th January, 2017. All Town Clerks are members of the District Physical Planning Committee. • From the minutes presented, the PPC does not meet regularly, (as recommended) <p>The time it takes to approve plans is not specified in the plan registration books of both the District and Kalungu Town Council as there is no record of date when a plan is approved.</p> <p>The Head of Department Natural Resources reported inability to meet regularly in the absence of an operational budget for the sector</p>
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	<p>Not all new infrastructure investments have approved plans as evidenced in the existence of illegal ongoing projects both within the Bukomansimbi Town Council and the other parts of the rural district.</p>

2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	2	<ul style="list-style-type: none"> Minutes of Budget Conference of 7th November, 2017 – Min No. KDLG – BC 06/7/11/2016 – Presentation of Reports and Proposals from District Departments/Sectors, Reactions and Way Forward - these formed the basis for investments included in the Annual Work plan.
		<ul style="list-style-type: none"> Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	2	<ul style="list-style-type: none"> There is consonance between the Five-Year Development plan (2015/16 – 2019/20) and the Annual Work Plan 2017/18
		<ul style="list-style-type: none"> Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	0	No project profiles were prepared for the AWP 2017/18 though in blocks for the entire Five-Year Development Plan but not broken down into annual phases
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	0	<ul style="list-style-type: none"> The Draft Annual Statistical Abstract dated November 2017 was way past applying it for informing planning for FY 2017/18. When completed, it can only be useful for 2018/19 planning.
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	2	A review of the Annual Work Plan, the budget and the Annual Performance Report and specific project reports revealed consistency between the approved AWP and implemented projects during FY 2016/2017
		<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	2	Apart from one project – a classroom block at Kyamulibwa Baptist Primary school - not completed during FY 2016/17, the others were completed within the FY.

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	0	<p>A sample of two projects from the roads sector revealed that not all projects were completed with approved budgets - the variances are reflected below: A number of projects were implemented</p> <p>Degeya - Kabale Road - Budget 35,978,000. Actual- 7,753,000.00 (Variance -78%)</p> <p>Villa Maria - Kitamba - Lukere-Kanyogoga Road Budget 43,930,000. Actual 17,467,000.00 (Variance -60%)</p>
		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	<p>The LG budget for operation and maintenance is only for Roads Maintenance from the Uganda Road Fund, and 15% from the Water Budget - for Rehabilitation: 15% of the water budget is used to purchase pipes and accessories for maintenance of water sources.</p> <p>URF Budget realisation was 83% - that is 674,885,662 out of planned 764,838,587.</p> <p>From the 4th Quarter report, all these funds were used for O&M.</p>
Assessment area: Human Resource Management				

6

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure.

- Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2

0

Some HOD were appraised while other were not. Details are as follows:

- Works: Performance Report not signed by CAO so appraisal process incomplete.
- Natural Resources : Appraisal report availed
- Education in office for less than one year so appraisal did not arise.
- CFO: No evidence of appraisal
- Health: No evidence of appraisal
- Production: Appraisal report availed as evidence of appraisal.
- CBS: Appraisal report availed as evidence of appraisal

		<ul style="list-style-type: none"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>The structure provides for 8 departments</p> <p>And these are:</p> <ul style="list-style-type: none"> - Administration: Substantively appointed - Natural Resources: District Natural Resources Officer appointed HOD vide letter Ref: CR/159/1 quoting KLG/DSC MIN/064/5/2016. - Finance :Chief Finance Officer substantively appointed HOD vide Ref: CR 156/2 dated 18 July 2017, Quoting DSC/MIN/215/2011 MIN/ KLG DSC/02704/2014. - Education : Substantively appointed Ref: CR/156/2 dated 14/ 08/2017 quoting - Production and Marketing Ref: CR/156/1 dated 19/03/2013 quoting KLG/DSC/MIN. 021/03/14(a) - Works: District Engineer acting appointment vide letter Ref CR/156/2 dated 2/05/2014 quoting - Health : Appointed to act as HOD Ref: CR/156/ dated 5/10/2016
7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>Submission to DSC and action taken reviewed. Details are as follows:</p> <p>Submission letter Ref: CR/156/1 dated 17/01/2017 and action taken reflected in MIN./KLG DSC/088/05/2017, MIN KLG/DSC/047/04/2017, MIN. KLG/DSC/051/04/2017, and MIN.KLG/DSC/076/2017</p>
	Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>Submission letter Ref: CR/159 dated 23/03/2017 and action reflected in MIN.KDLG/DSC/085/06/2017</p>

		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>Submission to DSC and action taken reviewed and details are as follows:</p> <p>All submission letters Ref: CR/163/1 dated 30/03/2017, 3/04/2017, 4/04/2017 and action taken reflected in MIN.KLDG/DSC/084/ 2017 at a meeting held on 18/05/17</p>						
8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	3	List of recruited staff as well as payroll availed.They accessed the payroll within two months.						
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	List of staff who retired in FY 16/17 availed.They did not access the pension payroll within two months.						
Assessment area: Revenue Mobilization										
9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points If the increase is from 5 -10% : score 2 point If the increase is less than 5% : score 0 points. 	0	<p>According to information from note 2 of the financial statements for FY 2017 and 2016;</p> <table border="0"> <tr> <td>2017</td> <td>2016</td> </tr> <tr> <td>Local revenue</td> <td></td> </tr> <tr> <td>143,119,050</td> <td>137,899,957</td> </tr> </table> <p>Increase in revenue = 143,119,050 - 137,899,957 = 5,219,093</p> <p>% increase = 5,219,093/137,899,957 X 100 = 3.78%.</p>	2017	2016	Local revenue		143,119,050	137,899,957
2017	2016									
Local revenue										
143,119,050	137,899,957									

10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	<p>Revenue performance for FY2017 obtained from note 2 of the financial statements for FY2017 was as follows;</p> <p>Actual revenue collected 143,119,050</p> <p>Budgeted revenue 191,014,000</p> <p>Revenue performance = 143,119,050/191,014,000 X 100 =74.92%</p> <p>This represents un-realisation of 25.081%</p>																											
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	2	<p>The district only collects service tax which is remitted to the LLG based on the amount collected from employees of the LLG. For FY2016/17the district collected shs 31,783,750 and remitted a total of Shs. 20, 659,437 being 65% as shown below:</p> <table border="1"> <thead> <tr> <th>NO</th> <th>LLG Amount</th> <th>VR NO</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Bukulula S/C 3,512,138</td> <td>02/9/16/Admin</td> </tr> <tr> <td>2</td> <td>Kyamulibwa S/C 2,907,008</td> <td>02/9/16/Admin</td> </tr> <tr> <td>3</td> <td>Kyamulibwa T/C 1,596,750</td> <td>02/9/16/Admin</td> </tr> <tr> <td>4</td> <td>Kalungu S/C 4,131,887</td> <td>02/9/16/Admin</td> </tr> <tr> <td></td> <td>Lwabenge S/C 3,925,293</td> <td>02/9/16/Admin</td> </tr> <tr> <td></td> <td>Kalungu T/C 2,272,538</td> <td>02/9/16/Admin</td> </tr> <tr> <td></td> <td>Lukaya T/C 2,313,823</td> <td>02/9/16/Admin</td> </tr> <tr> <td></td> <td>Total 20,659,437</td> <td></td> </tr> </tbody> </table>	NO	LLG Amount	VR NO	1	Bukulula S/C 3,512,138	02/9/16/Admin	2	Kyamulibwa S/C 2,907,008	02/9/16/Admin	3	Kyamulibwa T/C 1,596,750	02/9/16/Admin	4	Kalungu S/C 4,131,887	02/9/16/Admin		Lwabenge S/C 3,925,293	02/9/16/Admin		Kalungu T/C 2,272,538	02/9/16/Admin		Lukaya T/C 2,313,823	02/9/16/Admin		Total 20,659,437	
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		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>According to information from financial statements for the FY 2016/2017</p> <p>Council costs were as follows;</p> <p>Allowances (Travel inland) 23,417,500</p> <p>Total cost as % of local revenue $23,417,500/143,119,050 \times 100 = 16.36\%$</p> <p>This was less than the 20.00% required by the regulations.</p>
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	2	<p>The position of the senior procurement officer is substantively filled as per appointment on promotion letter dated 16/10/2017 in the HR records</p> <p>The position of the procurement officer is also substantively filled as per the confirmation in service (after probation) letter dated 26/2/2013 in the HR records</p>
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<ul style="list-style-type: none">• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1	1	<p>The score is based on the following sampled procurement files</p> <ul style="list-style-type: none">• Supply of 70 (seventy) 3-seater desks to Kalungu Subcounty, Ref no, Kalu598/Sply/2016/17/000025. The TEC report signed on 1/12/2016 by the committee members is available on file• Construction of a 2-classroom block with an office and water tank at Kyamulibwa Baptist Primary school, Ref no. Kalu598/Wrks/16/17//000006. The TEC report signed on 1/12/2016 by the committee members is available on file• Supply of a brand new double cabin pickup to Education department, Ref no Kalu598/SPLY/2016/17/00004 (contract document; though other documents show the ref no as Kalu598/SPLY /2016/17/000008. The TEC report signed on 1/12/2016 by the committee members is available on file
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		<ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The score is based on the following procurement:</p> <p>Adoption of TEC recommendations for Construction of a 2-classroom block with an office and water tank at Kyamulibwa Baptist Primary school, Ref no. Kalu598/Wrks/16/17//000006, was made during the contract committee meeting ref no. 5th DCC Kalungu held on 6/12/2016, under min no. 04/DCC5th/2016-17 a (i) page 2/15</p> <p>Adoption of TEC recommendations for Supply of 70 (seventy) 3-seater desks to Kalungu Subcounty, Ref no, Kalu598/Sply/2016/17/000025 was made during the contracts committee meeting ref no. 5TH DCC Kalungu held on 6/12/2016, under min no. 04/DCC5th/2016-17 b(ii) page 7/15</p> <p>Adoption of TEC recommendations for Supply of a brand new double cabin pickup to Education department, Ref no Kalu598/SPLY /2016/17/000008 was made during the contracts committee meeting ref no. 5TH DCC Kalungu held on 6/12/2016, under min no. 04/DCC5th/2016-17 a(ii) page 4/15</p>
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>		<p>The procurement plan for the current FY 2017-2018 was reviewed against the approved the budget and sampled major investments/infrastructure included therein are:</p> <ul style="list-style-type: none"> • Classroom block at CK Ssaala Primary school Ref no. Kalu598/Wrks/17/18/000001. • Supply of GI pipes and accessories for boreholes rehabilitation, Ref no. Kalu598/SPLY/2017/18/000001. • The contract bid documents (BOQs and specifications) for Hydrologic survey, Drilling, Construction and Test pumping and pump installation of 2 deep boreholes Ref no. Kalu598/Wrks/2017-18/00004, Lot 2 • Hydrologic survey, Drilling, Construction and Test pumping and

		<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	<p>2</p> <p>pump installation of 2 deep boreholes Ref no. Kalu598/Wrks/2017-18/00005, Lot 1</p> <ul style="list-style-type: none"> • Construction of 30000liter communal Rain water harvesting tank at Comprehensive SSS, Ref no Kalu598/Wrks/16-17/00003. • Construction of a 5-stance VIP Latrine at various schools • Construction of a two (2) classroom block at Kamuwunga p/s, Ref no. Kalu598/Wrks/17-18/000011 <p>Procurement made/reviewed for the FY 2016-2017 (sampled below) were as per plan, and the following additional procurements were done as per addendum dated 17/07/2016 signed by the DCAO:</p> <ul style="list-style-type: none"> • Construction of a 3-stance lined pit latrine at Nabisoga, Ref no. Kalu598/Wrks/16-17/00007 • Construction of a store and office at Kamuwunga Landing site, Ref no. Kalu598/Wrks/2016/2017/000012 • construction of 30,000 liter communal Rain water harvesting tank at Kityaba Village, Lwabenge subcounty, Ref no Kalu598/Wrks/16-17/00004 • Construction of a 4-stance pit latrine with urinal at Namuliro Quran, Ref no. Kalu598/Wrks/16-17/00009 • Construction of 5-stance Lined pit latrine at Kiwawo Moslem P/S, Ref no. Kalu598/Wrks/2016/2017/00005
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on</p>		<p>Less than 80% of the investment/infrastructure projects (6/14) contract bid documents were ready by August 30th. The following files were reviewed at the time of assessments and the remarks are as follows:</p> <p>1. Classroom block at CK Ssaala Primary school Ref no. Kalu598/Wrks/17/18/000001. The RFP was generated on 14/06/2017, and record of bidding is 13/07/2017</p>

this performance measure

• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2

0

2. Supply of GI pipes and accessories for boreholes rehabilitation, Ref no. Kalu598/SPLY/2017/18/000001. The RFP was made on 08/06/2017 and the TEC report in the file is dated 16/08/2017.
3. The contract bid documents (BOQs and specifications) for Hydrologic survey, Drilling, Construction and Test pumping and pump installation of 2 deep boreholes Ref no. Kalu598/Wrks/2017-18/00004, Lot 2 are stamped 1/07/2017 (by the district water officer) and the RFP was approved on 28/06/2017 by the CAO
4. The contract bid documents (BOQs and specifications) for Hydrologic survey, Drilling, Construction and Test pumping and pump installation of 2 deep boreholes Ref no. Kalu598/Wrks/2017-18/00005, Lot 1 are stamped 1/07/2017 (by the district water officer) and the RFP was approved on 28/06/2017 by the CAO
5. Construction of 30000liter communal Rain water harvesting tank at Comprehensive SSS, Ref no Kalu598/Wrks/2017-18/00003. The RFP was approved on 28/06/2017 by the CAO and the contract bid documents (BOQs and specifications) are stamped 1/07/2017 (by the district water officer)
6. Construction of 30000liter communal Rain water harvesting tank of Brick Masonry at St. Johns Ttowa Primary school, Ref no Kalu598/Wrks/2017-18/00002. The RFP was approved on 28/06/2017 by the CAO and the contract bid documents (BOQs and specifications) are stamped 1/07/2017 (by the district water officer)
7. Construction of a 5-stance VIP Latrine at Kalungi C/U Primary school Ref no. Kalu598/Wrks/17/18/00007. Although the RFP was made on 16/08/2017, and a record of bid opening dated 15/12/2017 the rest of the other documents contract bid documents in the file are not dated
8. Construction of a 5-stance VIP Latrine at Mukoko Primary school Ref no. Kalu598/Wrks/17/18/000010.

Although the RFP was made on 13/07/2017, and a record of bid opening dated 15/12/2017 the rest of the other documents contract bid documents in the file are not dated

9. Construction of a 5-stance VIP Latrine at Bwesa Primary school Ref no. Kalu598/Wrks/17/18/00007. Although the RFP was made on 13/07/2017, and a record of bid receipt and opening dated 15/12/2017 the rest of the other documents contract bid documents in the file are not dated

10. Construction of a 5-stance VIP Latrine at Kigasa Baptist Primary school Ref no. Kalu598/Wrks/17/18/00009. Although the RFP was made on 13/07/2017, and a record of bid receipt and opening dated 15/12/2017 the rest of the other documents contract bid documents in the file are not dated

11. Construction of a 5-stance VIP Latrine at Kalungu Mixed Primary school Ref no. Kalu598/Wrks/17/18/00006. Although the RFP was made on 16/08/2017, and a record of bid receipt and opening dated 15/12/2017 the rest of the other documents contract bid documents in the file are not dated

12. Construction of a two (2) classroom block at Kamuwunga p/s, Ref no. Kalu598/Wrks/17-18/000011. Apart from the RFP which is dated 13/07/2017, the BOQs that are not dated or stamped and the record of record of bid opening dated 15/12/2017, No other contract documents were in the file at the time of assessment

The preparation of contract bid documents/procurement process has not commenced for the following projects

- Renovation of OPD-Bulakati Health Centre III
- Repair to works department

Other planned procurement but halted for various reasons include

- Construction of an Administration block at Nnende (Land wrangles)

		<ul style="list-style-type: none"> • Construction of Slaughter slab at Kalungu Town council (differed due to lack of funds)
	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>0</p> <p>The contracts register is available but not updated. Columns for source of funds, award dates, start dates are incomplete. Procurement reference numbers are missing on most items, the project status is not indicated. Frameworks contracts for road works, stationary etc. were not included in the register at the time of assessment</p> <p>Sampled procurement to show completeness of files are: (Documents therein range from RFP to Technical evaluation, Contract agreement to Payment certificate etc.)</p> <ul style="list-style-type: none"> • Supply of Office Curtains to Lukaya Town Council, Ref no. Kalu598/SUPLY/2016/17/00012 (though contract document shows Kalu598/SUPLY/15/167/00012). File is complete • Construction of fish slab at Kamuwunga Landing site in Lukaya Town council, Ref no. Kalu598/Wrks/16-17/00008. File is complete
		<p>Under open domestic bidding, the following sampled procurement were made as per Bid advert notice in the New vision dated 6/10/2016 (Procurement notice Kalu598/Wrks. Srvs. Supls./2016/2017/00002):</p> <ul style="list-style-type: none"> • Supply of a brand new double cabin pickup to Education department, Ref no Kalu598/SPLY /2016/17/000008. The value of the supply was approx. 139 million. • Construction of a 2-classroom block with an office and water tank at Kyamulibwa Baptist Primary school, Ref no. Kalu598/Wrks/16/17//000006. Project value was 68 million

	<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<p>Under selective bidding, the following procurement were sampled, in ref to district pre-qualified lists for service providers for works, services and supplies, FY 2016/2016 dated 4th July 2017, following a procurement notice No: Kalu598/Wrks. Srvs. Supls/2016/2017/001 that appeared in the New vision on 9th May 2016.</p> <ul style="list-style-type: none"> Supply of 70 (seventy) 3-seater desks to Kalungu Subcounty, Ref no, Kalu598/Sply/2016/17/000025. The value of the supply was approx. 10 million <p>Although the following procurements were initially indicated (plan) as micro procurement, their value exceeded the threshold and thus Direct-selective procurement was since no pre-qualification of the relevant supplier had been made for the FY 2016-2017 (Ref to CAO letter to Lukaya Town clerk, dated 2nd January 2017 and response from Lukaya dated 2/03/2017)</p> <ul style="list-style-type: none"> Supply of Office Curtains to Lukaya Town Council, Ref no. Kalu598/SUPLY/2016/17/00012 (though contract document shows Kalu598/SUPLY/15/167/00012). The contract value was approx. 8 million Supply of Games and Sports Equipment to Lukaya Town Council Ref no. Kalu598/SUPLS/2016/17/000033. The value of the contract was 2.9 million shillings
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>		<p>The score is based on the following reviewed files at the time of assessment:</p> <ul style="list-style-type: none"> Construction of a 2-classroom block with an office and water tank at Kyamulibwa Baptist Primary school, Ref no. Kalu598/Wrks/16/17//000006. Certificate no. 1 for works (Kalungu, Kyamulibwa sub-county) dated 15/09/2017 and signed by the Engineering assistant, Education officer and CAO was availed for assessment

• Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2

2

- Construction of fish slab at Kamuwunga Landing site in Lukaya Town council, Ref no. Kalu598/Wrks/16-17/00008. Interim payment certificate on file is dated 28/06/2017, and signed by the Town engineer
- Construction of a store and office at Kamuwunga Landing site, Ref no. Kalu598/Wrks/2016/2017/000012. Certificate of practical completion on file is dated 29/06/2017, and signed by the Ag. District engineer, CAO etc.
- Construction of 5-stance Lined pit latrine at Kiwawo Moslem P/S, Ref no. Kalu598/Wrks/2016/2017/00005 (though written as Kisaawo in some documents). The final certificate/Retention signed by the Ag. District Engineer is dated 21/02/2017
- Construction of a four (4) stance water borne toilet at Bulingo trading centre in Bukulula sub-county, Ref no. Kalu598/Wrks/2016/2017/00001. Interim certificate dated 20/06/2017 signed by the district water officer and CAO et. al. is available on file
- Construction of a 3-stance lined pit latrine at Nabisoga, Ref no. Kalu598/Wrks/16-17/00007. Interim payment certificate dated 28/03/2017 signed by the Environmental/health inspector and CAO etc is available on the file
- Construction of 3-mini boreholes at Mabye, Bugwere and Kayunga, Ref no. Kalu598/Wrks/16-17/000003. Interim certificate dated 11/05/2017 and signed by the Ag. District Engineer and CAO etc is available on file
- Interim Certificate dated 26/06/2017 signed by the district water officer, for Construction of 3 deep boreholes at Ndagi, Namasavu and Luzira, Ref no. Kalu598/Wrks/16-17/000003 (discrepancy is referencing i.e 000003 or 000002) is available on file
- Interim certificate dated 23/02/2017 and signed by the district engineer and CAO for construction of 30000liter communal Rain water harvesting tank at Kityaba Village, Lwabenge subcounty,

				<p>Ref no Kalu598/Wrks/16-17/00004 is on file</p> <ul style="list-style-type: none"> • Construction of a 4-stance pit latrine with urinal at Namuliro Quran, Ref no. Kalu598/Wrks/16-17/00009. Certificate of practical completion dated 17/03/2017 signed by the Ag. District engineer and CAO was available on file
		<ul style="list-style-type: none"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<p>Only one project for the current FY 2017/2018; Construction of a 2-Classroom block at CK Ssaala Primary school Ref no. Kalu598/Wrks/17/18/000001 was on-going (Contract start date was 24th October 2017). There was no site board seen on site at the time of assessment</p>
Assessment area: Financial management				

16

The LG makes monthly and up to-date bank reconciliations

Maximum 4 points on this performance measure.

• Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4

• A review the bank statements for the period February 2017- January, 2018 confirmed that the district had prepared statements for 12 months to January, 2018 for the following bank accounts;

2017 S/No	Account Name	Bank Account Number
1.	Kalungu District General Fund	3100025207
2.	Kalungu District Health Services	4012100002
3.	Kalungu District Education and Sports	4012100003
4.	Kalungu District Production & Marketing	4012100004
5.	Kalungu District Works and Technical	4012100005
6.	Kalungu District Statutory Bodies	4012100006
7.	Kalungu District DDEG A/C	4012100007
8.	Kalungu District Community Development	4012100008
9.	Kalungu District Natural Resources	4012100009
10.	Kalungu District Finance, Planning & Audit	3100025216
11.	Kalungu District Rural Water A/C	4012100011
12.	Kalungu District YLP Recovery A/C	4010607479
13.	Kalungu District UWEP A/C	3100025218
14.	Kalungu District UWEP Recovery A/C	3100025219
15.	Kalungu District YLP Projects A/C	4010507300
16.	Kalungu District Administration Directorate	3500069304
17.	Kalungu District LVEMP II	3552162483
18.	Kalungu District UNICEF A/C	1033551483398

17

The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

• If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.

0

From a sample of 13 supplier invoices reviewed, three invoices were overdue for more than two months.

Payee	VR NO	Amount	Invoice date	Payment Date	Delay
Total	10/06/2017/work				
2,619,000	5/06/17	14/06/17			9
Total	09/06/17/works				
8,475,000	14/06/17	14/06/17			0
Bakumulali	1/06/17/works				
3,776,000	1/06/17	02/06/17			1
Masaka cattle	05/6/17/prod				
14,000,000	28/06/17	29/06/17			1
Gatsby	09/06/17/LVEMP				
46,564,900	22/06/17	28/06/17			6
Tusabe	01/01/17/LVEMP				
1,848,863	9/12/16	12/01/17			33
Total	04/08/16/LVEMP				
1,271,000	10/07/16	31/08/16			51
Bekabye	16/17/educ				
4,248,000	28/06/17	28/06/17			0
Bakumulali					
01/06/17/DDEG	16,213,200				
1/06/17	02/06/17				1
Bekabye	02/02/17/DDEG	16,329,46			
21/02/17	21/02/17				0
Monitor	03/06/17/stat	420,000			
13/05/15	02/06/17				750
Monitor	01/06/17/stat	1,399,999			
19/05/15	2/06/17				744
Multi design	02/01/17/Educ.	2,630,778			
28/09/16	27/01/17				122

18

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

- Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.

3

- The internal audit department is headed Ssempungu Patrick. According to the appointment letter dated 14th August, 2017 he was appointed acting Principal internal auditor of Bukomansimbi was appointed District Internal Auditor under minute number KDLG/DSC/076/2017. The District Internal Auditor prepared all the quarterly reports for FY 2016/17. The reports were produced as follows;

Period signing	Date of signing
• 1st quarter 2016	24th October, 2016
• 2nd quarter 2017	29th January, 2017
• 3rd quarter 2017	6th June,, 2017
• 4th quarter 2017	24th August, 2017

- Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2.

0

According to the minutes of the District Public Accounts Committee (DPAC) meeting of 31st January 2018, 2017, which discussed the 1st quarter internal audit report for FY 2016/17; the Chief administrative Officer had submitted the status of implementation of internal audit findings for discussion.

- Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1

1

According to the minutes of the District Public Accounts Committee (DPAC) meeting of 31st January 2018, 2017, which discussed the 1st quarter internal audit report for FY 2016/17, only 1st quarter report had been discussed by DPAC

19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	0	<p>The district maintains one asset registers which records ;</p> <ol style="list-style-type: none"> furniture and fittings Computer equipment Office furniture Office accessories Land Motor vehicles and heavy plant Hospital bed <ul style="list-style-type: none"> • However, the land register was not populated at the time of assessment on 12th February, 2018.
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	4	<ul style="list-style-type: none"> • According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of Kalungu district Local Government was unqualified.

Assessment area: Governance, oversight, transparency and accountability

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Council Met 7 times during 2016/17</p> <ul style="list-style-type: none"> - 30th May 2017 – Approval of the Draft Procurement and Disposal Plan 2017/18 & approval of Revenue and Expenditure Budget Estimates FY 2017/18 - 30th March, 2017 – laying of the draft budget 2017/18 – Motion on ways of combating the Outbreak of Army Worm - 14th March, 2017 – Adoption of Standing Committees Recommendations / Reports - 22nd December, 2016 – approval of Members of LGPAC - 27th October, 2016 – laying of Supplementary Budget & Approval of Standing Committee Reports - 20th September, 2016 – Approval of District Service Commission & Approval of the 5-year Development Plan (2015/16 – 2019/20)
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 2. 	0	<p>there was no documentation to this effect at the time of the assessment</p>
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<ul style="list-style-type: none"> • The LG payroll and Pensioner Scheduled are displayed on a notice board at the CAO / Administration Block
		<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<p>The procurement Plan for 2017/18 was no displayed on the public notice board at the time of the assessment.</p>

		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	<ul style="list-style-type: none"> Evidence of sharing information on the school Feeding and Using ICT in teaching; programme was available on File; and there is evidence in the Minutes of the Senior Management Committee meetings of disseminating information from the centre to Heads of Departments; and dissemination of Hygiene Standards in Households' to all LLGs recorded in the Delivery Book
		<ul style="list-style-type: none"> Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	0	There was no evidence of the LG having conducted any public discussions or urban fora during the FY 2016/17 FY.
Assessment area: Social and environmental safeguards				
25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	0	According to the department, there was no technical guidance on gender mainstreaming provided to departments last FY 2016-2017. Thus No guidance notes or minutes of meetings with departments were availed at the time of assessment

• Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2.

2

Under gender mainstreaming, the major activity planned for the current FY is a workshop for training of heads of department (for gap analysis), with a budget of 900,000/= (nine hundred thousand shillings). Activities under representation of women council's budget also include UWEP trainings (2.8 million for women council, 11 million for operation of UWEP and 115 million for women skills training).

Activity reports availed for review during assessment:

- Report on Monitoring women groups in Kyamulibwa, to the CAO from SCDO, dated 11/10/2016
- A Report on support supervision visits made to the sensitisation teams on sexual gender based violence at various Health Centres. The report is addressed to the CAO from the DCDO, and dated 15/05/2017
- A report on Training women groups in Lwabenge subcounty. The report is addressed to the CAO, from the DCDO, and dated 17/1/2016.

From the OBT fourth quarter report for FY 2016-2017, the expenditures were as follows:

1. Representation of women council had a budget of 2.8million and 2.6 million was spent on Women days meeting (93%)
2. There was no specific budget line for gender mainstreaming in the budget
3. Overall departmental expenditure (non-wage was 113%

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

- Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2

0

Sampled procurement and respective remarks are as below:

For FY 2016-2017 projects No screening and monitoring reports were availed at the time of assessment for the following procurements

- Construction of 3 deep boreholes at Ndagi, Namasavu and Luzira, Ref no. Kalu598/Wrks/16-17/000003.
- Construction of fish slab at Kamuwunga Landing site in Lukaya Town council, Ref no. Kalu598/Wrks/16-17/00008

For the Current FY 2017-2018, the following files were sampled for compliance to the indicator requirement:

- Classroom block at CK Ssaala Primary school Ref no. Kalu598/Wrks/17/18/000001. No screening or monitoring report was availed at the time of assessment
- Hydrologic survey, Drilling, Construction and Test pumping and pump installation of 2 deep boreholes Ref no. Kalu598/Wrks/2017-18/00004, Lot 2. No screening or monitoring report was availed at the time of assessment
- A screening report was seen in the file for Construction of a two (2) classroom block at Kamuwunga p/s, Ref no. Kalu598/Wrks/17-18/000011, and Construction of a 5-stance VIP Latrine at Bwesa Primary school Ref no. Kalu598/Wrks/17/18/00007.

<p>• Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1</p>	<p>0</p>	<p>The score is based on the following sampled procurement:</p> <ul style="list-style-type: none"> • Classroom block at 5-stance VIP Latrine at Kalungi C/U Primary school Ref no. Kalu598/Wrks/17/18/00007. An item was included in the BOQs (Element F), Item C; for environmental mitigation, although no clauses were provided in the rest of the contract bid document. • There was no evidence of inclusion of ESMP in the bid documents in form of Clauses, Special or General conditions of contract or items/activity schedules in the BOQ documents for Construction of a Classroom block at CK Ssaala Primary school Ref no. Kalu598/Wrks/17/18/000001 • Hydrologic survey, Drilling, Construction and Test pumping and pump installation of 2 deep boreholes Ref no. Kalu598/Wrks/2017-18/00004, Lot 2. Although Environmental mitigation was provided for in the BOQs and under the statement of requirements (part 2, section 6, item 2 (Technical specification) page 1/14 in an un-dated/ nor stamped document in the file, the documents stamped by the water officer on 1/07/2017 didn't cater for Environmental management (anomaly) <p>There was no evidence of inclusion of ESMP in the bid documents in form of Clauses, Special or General conditions of contract or items/activity schedules in the BOQ documents for:</p> <ul style="list-style-type: none"> • Construction of fish slab at Kamuwunga Landing site in Lukaya Town council, Ref no. Kalu598/Wrks/16-17/00008. • Construction of a 4-stance pit latrine with urinal at Namuliro Quran, Ref no. Kalu598/Wrks/16-17/00009
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		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p>A report on the status of land in Kalungu district Local Government, prepared by the Senior Land management officer addressed to the CAO, dated 28/06/2017 was availed for assessment. However the specific documents, i.e. copies of land titles or agreements were not availed at the time of assessment</p>
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	0	<p>No ESM certificates were availed for any completed projects at the time of assessment</p>



LGPA 2017/18

Educational Performance Measures

Kalungu District

(Vote Code: 598)

Score 61/100 (61%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>From the budget and staff lists, it was confirmed that at least 1 head teacher and 7 teachers were budgeted for the FY 2017/2018</p> <p>From the staff list dated 3/03/2017, all 91 government aided schools have head teachers seven teachers in each deployed.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100% score 6 If 80 - 99% score 3 If below 80% score 0 	3	<p>A total of 1156 teachers were budgeted for the FY 2017/18. The teachers who are actually available and on the pay roll are 1045 (90.4%). The total gap to be filled is 111 (9.6%) teachers.</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	6	<p>From the approved structure and the budget, there is a wage bill provision for 2 inspectors and 1 DEO.</p> <p>Other Officers in the structure include;</p> <p>Senior Education Officer</p> <p>Education Officer,</p> <p>All the Inspectors are substantively appointed.</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>Recruitment plan was submitted to the permanent secretary as at 4th April, 2016 for the FY 2016/17. The positions for recruitment constituted 31 senior education assistants/ grade 3 teachers.</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	0	<p>There was no need for a recruitment plan for positions (2 as per the wage bill) of School Inspectors because the positions were substantively filled. This was not applicable.</p>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<p>There is one position of Senior Inspector of Schools and another for Inspector of Schools.</p> <p>The holder for Senior Inspector of Schools was appointed on 17/08/15 Ref: CR 1601 quoting KLG /DSC/MIN 022/8/2015(i) His appraisal report was not signed by the CAO and thus the appraisal was incomplete. The holder of Inspector of Schools was appointed vide letter CR/156/2 dated 11/05/2017 quoting KLG/DSC/ MIN/066 in a meeting held on 2/3/2017. He was appraised and appraisal report was availed.</p>

Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0

0

A list of government owned schools was availed. Out of 92 government owned primary schools the undermentioned 17 were randomly selected

1. Kayunga
2. Kyato
3. Kamutuuza
4. Bugonzi COU
5. Kiwoomya P/S
6. Bulawula P/S
7. St. Mark P/S
8. Kassunga
9. Bugonzi
10. Kasaka COU
11. Kyamulibwa Mixed P/S
12. St. Joseph Kigaaju
13. Lwanume P/S
14. Birongo P/S
15. Kabale Tauhid P/S
16. Ssala Good hope P/S
17. Bulungibwabazadde

All the head teachers of these schools had filled the appraisal report forms but they were not signed by the CAO and thus the appraisal process was incomplete.

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

- Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1

0

The following important circulars were available:

- School Feeding Program in Education Institutions. NO: MES/MIN25.
- Menstrual Hygiene Management in Schools dated 24th/01/2015: Circular NO. 01/2015
- Unauthorized School Charges and Expenditures dated 15th/02/2017 No. 6/2017

The following important circulars were missing:

- Unlicensed /Unregistered Schools dated 22nd/ Sept/2017. No. DES/50/14
- Teacher Support Supervision No: ADM/203/255/01
- 2017 Comprehensive Education & Sports (CES) Sector Data Collection; Dated 10th/03/2017. NO. ADM/282/137/02
- Focus on school inspection FY 2017/18. NO. DES/14/17.

No circular from the Ministry of Education and Sports was found in the selected schools. The schools only had local circulars issued by the education department.

Communication of information in guidelines was through head teacher meetings at beginning and end of the term.

		<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	2	<p>There was evidence that the education office holds meetings with head teachers. E.g. Head teachers meeting held on 12th/Aug/2017. MIN/27/KAHEDA/2016. Indicates communication from DIS and DEO and they all pointed out need for improved supervision.</p> <p>Another meeting was held on 22nd/09/2016. MIN34/KAHED/2016 indicates communication from DEO: He encouraged teachers to improve on hygiene</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	12	<p>The education department had a set of inspections forms for individual schools (filled inspection forms), from which information was got to feed the quarterly reports. The inspection reports were in a format issued by Ministry of Education and Sports for FY 2016/17</p> <p>All the 4 sampled schools (2 government aided and 2 private), had copies inspection reports issued by the inspector of schools. It can be said that 100% of the schools had been inspected at least once in the previous year.</p>

8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 <ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 <ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	<p>4</p> <p>0</p> <p>4</p>	<p>There was evidence that the education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY. E.g. Follow up school inspection instruments for FY 2016/2017 were availed, filled and duly signed by the DIS. The inspection reports were encouraging to conduct lesson plans, among others.</p> <p>From DES records, no quarterly inspection reports had been submitted for FY 2016/2017, although all reports were in the education department.</p> <p>There was evidence that the inspection recommendations are being followed-up. E.g All the sampled schools had inspection recommendations availed. Among the recommendations was the need for regular assessment of pupils.</p>
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	<p>0</p>	<p>The number of government aided primary schools given by EMIS and OBT data is consistent with that in the education department for government aided schools (91 schools). Number of licenced schools was 61 for FY 2016/17 and this contradicts EMIS data.</p>

Evidence that the LG has submitted accurate/consistent data: •
Enrolment data for all schools which is consistent with EMIS report and
OBT: score 5

5

DEO provided enrollment data for government schools for FY 2016/2017 as being 54, 310 and this was consistent with EMIS data . Enrollment data for private schools (licenced) was 19,581, also consistent with EMIS data.

Assessment area: Governance, oversight, transparency and accountability

10

The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2

2

There is evidence in the minutes of the Standing Committee responsible for Education of discussion of service delivery issues and reports

- Kalungu DLG has a Social Services Committee responsible for Education and Health. Met 6 times during FY 16/17 – and evidence of discussion of pertinent issues to service delivery as below:

- 16th June, 2017 – Min KDLG-SSC – 04/16/05/2016/17 – Discussion and Adoption of a Report from Kalungu District Land Board;

- KDLG-SSC 05/16/06/2016/16 – Discussion and Adoption of Departmental Activity Reports for 3rd Quarter FY 2016/17 (Education & Health)

- 5th May, 2017 – Min KDLG – SSC 05(a) 05/05/2016/17: (a)Scrutiny and Adoption of the draft Procurement and Disposal Plan FY 2017/18 for Departments of Education, Health, Community Based Services, Natural Resources and Production & Marketing. 9b) Scrutiny and adoption of the draft Budgets FY 2017/18 – for the sectors.

- 7th February. 2017 – Discuss and Adoption of the Departmental / Sector Performance Reports for the 2nd Quarter'

- 7th December, 2016 – KDLG – SSC 07/07/12/2016/17 – Discussion and Adoption of the Departmental Performance Reports

- 16th October, 2016 – KDLG - SSC 04/18/10/2016/17 : Discussion & Adoption of Departmental / Sectoral Performance Reports.

		<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>There is evidence in the LG council Minutes of considerations of submissions from the standing committee responsible for education.</p> <ul style="list-style-type: none"> - 14th March, 2017 – Adoption of Standing Committees Recommendations / Reports - 22nd December, 2016 – approval of Members of LGPAC - 27th October, 2016 – laying of Supplementary Budget & Approval of Standing Committee Reports
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	0	<p>Appointment letters of SMCs of all the 91 government aided schools were availed and signed by the CAO.</p> <p>Minutes of the SMCs were also available in the office of the Education department, but this was only for government aided schools. Only one private school (Sacred Heart Primary School) had a copy of SMC in the DEOs department.</p> <p>From the 2 sampled schools (2 government aided and 2 private), minutes of SMCs were only availed in the government aided schools. There were no SMCs in private schools. The schools sampled included; Kalungu Junior School (private), New Kalingu West P/S (private), ST. Joseph Kitabyama P/S (government), Bulungi Bwabazadde P/S (government). The two sampled schools with school management committees account for only 50%</p>

12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>All schools receiving non-wage recurrent grants were listed on notice boards by the time of this assessment. The total amount for FY 2017/18</p> <ul style="list-style-type: none"> Quarter 1: Sh. 386, 219,489 Quarter 2: Sh. 509, 069, 805 Quarter 3: Sh. 169, 689, 829
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Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>The procurement requisition form was availed and dated 27th/ 03/ 2017. The procurement was for the following items:</p> <ul style="list-style-type: none"> Printing sh. 46,350,000 Computer Supplies sh. 3,000,000 Vehicle repair: sh. 6,000,000 Fuel & Lubricants sh. 18.478,000 Five classroom construction sh. 150,000,000 Supplies sh. 15, 565,000
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>			<ul style="list-style-type: none"> From a review of 13 payments it was established that the shortest time it took to initiate payment was one day and the longest was 122 days as shown below: <table border="1"> <thead> <tr> <th>Vr.</th> <th>NO</th> <th>Supplier</th> <th>Amount</th> <th>Invoice date</th> <th>Recommrndation</th> <th>Delay</th> </tr> </thead> <tbody> <tr> <td>03/11/16</td> <td></td> <td>Educ.Bekabye</td> <td>889,986</td> <td>12/10/2016</td> <td>22/11/16</td> <td>40</td> </tr> <tr> <td>01/12/16</td> <td></td> <td>EducCentral</td> <td>888,924</td> <td>4/12/2016</td> <td>19/12/18</td> <td>45</td> </tr> <tr> <td>02/12/16</td> <td></td> <td>Educ.Central</td> <td>2,897,195</td> <td>6/12/2016</td> <td></td> <td></td> </tr> </tbody> </table>	Vr.	NO	Supplier	Amount	Invoice date	Recommrndation	Delay	03/11/16		Educ.Bekabye	889,986	12/10/2016	22/11/16	40	01/12/16		EducCentral	888,924	4/12/2016	19/12/18	45	02/12/16		Educ.Central	2,897,195	6/12/2016		
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02/12/16		Educ.Central	2,897,195	6/12/2016																												

		<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	0	<p>19/12/16 13</p> <p>03/12/16/Educ.Bukomansimbi 2,645,805 6/12/2016 21/12/16 15</p> <p>01/01/17/EducTusabe 1,970,223 8/12/2016 2/1/2017 24</p> <p>02/01/17/Educ Multi 2,630,778 28/09/2016 27/01/17 122</p> <p>03/01/17/Educ.Bekabye 2,880,793 13/12/2016 No date 44</p> <p>01/05/17/Educ. Mac 139,552,500 3/5/2017 4/5/2017 1</p> <p>103/06/17/Educ.Tusabe 1,730,223 31/3/2017 12/5/2017 43</p> <p>03/06/17/Educ.Susai 7,413,000 29/5/2017 7/6/2017 8</p> <p>04/06/17/Educ.Total 1,612,000 9/3/2017 14/03/17 5</p> <p>08/06/17/Educ.Total 2,068,000 30/5/2017 30/05/17 0</p>
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>There was no documentary record in the Planner's Office on when the department made submissions for consolidation of quarterly reports during FY 2016/17</p>
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16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year If sector has no audit query score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points If all queries are not responded to score 0 	0	<p>According to the internal audit reports for four quarters of FY 2016/17, the department had the following audit queries:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="1" data-bbox="1045 459 1500 672"> <thead> <tr> <th>Quarter</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of queries :</td> <td>4</td> <td>2</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>The department had 8 audit queries in the year which were responded to and some were not acted on.</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of queries :	4	2	1	1
Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4										
No. of queries :	4	2	1	1										

Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 Evidence that the School Management Committee meet the guideline on gender composition: score 1 	0	<p>There was no evidence of consultation with the gender focal person regarding guidelines on how senior women /men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc</p> <p>No evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools</p> <p>The 2 government aided schools had functional SMCs with both male and female representatives. The schools sampled included; Kalungu Junior School (private), New Kalungu West P/S (private), ST. Joseph Kitabyama P/S (government), Bulungi Bwabazadde P/S (government).</p>
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18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	3	<p>There was evidence of collaboration with environment department. All schools which had been licensed had been issued with environmental inspection certificates. Of the 4 sampled schools, 2 had energy saving stoves.</p> <p>The schools sampled included; Kalungu Junior School (private), New Kalungu West P/S (private), ST. Joseph Kitabyama P/S (government), Bulungi Bwabazadde P/S (government).</p>
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LGPA 2017/18

Health Performance Measures

Kalungu District

(Vote Code: 598)

Score 41/100 (41%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	3	<p>The staffing norms at 78% with key technical staff recruited and the wage bill 2017/2018 is available. The DHO's office positions are in acting capacity and need to be filled, positions of askaris and porters have been advertised</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>The recruitment plan was submitted and received by CAO on 5th September 2017</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	4	<p>List of Health Facilities availed and reviewed and they are:</p> <ul style="list-style-type: none"> - Bukulula HC IV, - Kasambya List HC III, Kalungu HC III, Kyamulibwa - HCIII, Lukaya HCIII, KabaleHCIII, - Kiragga HCIII, Nabutongwa HCII, - Bigasa II, Kiti HCII, Kigaaju HCII <p>The in-charges of Bukulula, Kasambya, Nabutongwa, Kalungu, Kyamulibwa, Lukaya, Kabale and Kiti were appraised. The ones for Kigaaju, Kigasa, and Kiragga were not appraised</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	4	<p>Health workers have been distributed equitably at HC IV, HC III and HC II level based on the MoH staffing norms. Medical officers, clinical officers, midwives and enrolled nurses are equitably distributed.</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 • Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	0	<p>No evidence that DHO has communicated all guidelines, policies and circulars issued at national level</p> <p>No evidence of specific meetings with health facility in-charges and the DHO to explain guidelines, policies and circulars.</p>
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6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<p>The district health team has supervised the one health centre IV. The district has no district hospital, supervised Bukulula HC IV, dates as follows;</p> <p>18/11/17,12/10/17, 22/06/17,25/11/16,24/11/16,06/10/16,31/08/16,27/07/16</p>
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		Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0	0	Less than 60% lower level health facilities were supervised by the DHT, a total of 10 out of 30 health facilities for quarter 4; April to June 2017. The reports for previous three quarters were not on file.
7	The Health Sub-district(s) have effectively provided support supervision to lower level health units Maximum 6 points for this performance measure	Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0	2	Only 60% of the lower level health facilities (government and PNFP) were supervised in 2016/2017 by Bukulula HC IV (Kalungu East-6/15) and Kyamulibwa HC III (Kalungu west HSD-13/15).
8	The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up Maximum 10 points for this performance measure	• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4	0	No evidence that support supervision reports have been discussed and used to make recommendations for corrective action
		• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6	0	No evidence that specific recommendations have been taken up and systematically implemented to improve action

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<p>The LG submitted facilities that are receiving PHC funds and reporting in HMIS in OBT. These include; government facilities outputs (11) and PNFP health facilities (7/11). A total of 30 health facilities submit HMIS reports to the district including 8 private for profit health facilities</p>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<ul style="list-style-type: none"> Kalungu DLG has a Social Services Committee responsible for Education and Health. Met 6 times during FY 16/17 – and evidence of discussion of pertinent issues to service delivery as below: <ul style="list-style-type: none"> 16th June, 2017 – Min KDLG-SSC – 04/16/05/2016/17 – Discussion and Adoption of a Report from Kalungu District Land Board; KDLG-SSC 05/16/06/2016/16 – Discussion and Adoption of Departmental Activity Reports for 3rd Quarter FY 2016/17 (Education & Health) 5th May, 2017 – Min KDLG – SSC 05(a) 05/05/2016/17: (a)Scrutiny and Adoption of the draft Procurement and Disposal Plan FY 2017/18 for Departments of Education, Health, Community Based Services, Natural Resources and Production & Marketing. 9b) Scrutiny and adoption of the draft Budgets FY 2017/18 – for the sectors. 7th February. 2017 – Discuss and Adoption of the Departmental / Sector Performance Reports for the 2nd Quarter' 7th December, 2016 – KDLG – SSC 07/07/12/2016/17 – Discussion and Adoption of the Departmental Performance Reports 16th October, 2016 – KDLG -SSC 04/18/10/2016/17 : Discussion & Adoption of Departmental / Sectoral Performance Reports. <p>However LGPAC reports were not discussed during the FY 2016/2017</p>
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		<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<ul style="list-style-type: none"> - 14th March, 2017 – Adoption of Standing Committees Recommendations / Reports - 22nd December, 2016 – approval of Members of LGPAC - 27th October, 2016 – laying of Supplementary Budget & Approval of Standing Committee Reports
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	0	<p>There is no evidence that the health facilities visited had the four mandatory HUMC meetings in FY 2016/2017</p> <p>Bukulula HC IV (no HUMC file for 2016/2017)</p> <p>Kalungu HC III (1/02/18,19/09/17,28/6/17,18/8/16,28/7/16)</p> <p>Nabutongwa HC II (21/12/2016, 16/11/2016). The HUMC did not sit in 2017</p>
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>The health facilities, both government and PNFP receiving PHC funds have been published on the DHO notice board based in Kalungu HC III health centre</p>
Assessment area: Procurement and contract management				

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	0	<p>No evidence that the DHO submitted annual 2017/2018 procurement request by April 30th</p>
	<p>Maximum 4 for this performance measure</p>	<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>The DHO submitted various LGPP forms 1, procurement requisition seen for 2017/2018. Signed on 24th July 2017 for stationary, vehicle maintenance</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	0	<p>No signed procurement plan seen for FY 2017/2018 for medicines and supplies to NMS. Procurement plan and kit revisions for lower level health facilities seen but was not signed off by the DHO. What was presentation is communication on reallocation of balance funds on essential medicines has been communicated and signed off by DHO, CAO to NMS</p>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	0	<ul style="list-style-type: none"> From a review of four payments it was established that the shortest time it took to initiate/recommend a payment was 17 days and the longest 58 days as shown below; <table border="1"> <thead> <tr> <th>NO</th> <th>Payee</th> <th>VR</th> <th>NO</th> <th>Amount</th> <th>Invoice date</th> <th>Recommendation</th> </tr> <tr> <th>date</th> <th>Delay</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Tusabe Servic</td> <td>04/10/16</td> <td>1,500,000</td> <td>2/09/16</td> <td>29/09/16</td> <td>27</td> </tr> <tr> <td>2</td> <td>Tusabe Servic</td> <td>02/02/17</td> <td>1,000,000</td> <td>28/11/16</td> <td>25/01/17</td> <td>58</td> </tr> <tr> <td>3</td> <td>Tusabe Servic</td> <td>03/03/17</td> <td>1,500,000</td> <td>6/03/17</td> <td>23/03/17</td> <td>17</td> </tr> <tr> <td>4</td> <td>Tusabe Servic</td> <td>01/06/17</td> <td>2,000,000</td> <td>8/05/17</td> <td>2/06/17</td> <td>25</td> </tr> </tbody> </table>	NO	Payee	VR	NO	Amount	Invoice date	Recommendation	date	Delay						1	Tusabe Servic	04/10/16	1,500,000	2/09/16	29/09/16	27	2	Tusabe Servic	02/02/17	1,000,000	28/11/16	25/01/17	58	3	Tusabe Servic	03/03/17	1,500,000	6/03/17	23/03/17	17	4	Tusabe Servic	01/06/17	2,000,000	8/05/17	2/06/17	25
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Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>in the absence of a record in the Planner's Office, it was not possible to ascertain adherence to timelines.</p>
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17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	0	<p>According to the internal audit reports for four quarters of FY 2016/17, the department had the following audit queries:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="1" data-bbox="815 450 1430 613"> <thead> <tr> <th>Quarter</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of queries :</td> <td>5</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>The department had 9 audit quarries in the year which were responded to, but some were not acted on.</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of queries :	5	1				2	1		
Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4															
No. of queries :	5	1																	
	2	1																	

Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<p>The health units meet the gender composition of 30% for lower level health facilities. 18 out of 49 members are females (36.7%)</p> <p>Kasambya HC III (4/7), Kiragga HC III (2/6), Kigaaju HC III(2/6), Nabutongwa HC II(2/6), Kalungu HC II(2/7), Bukulula HC IV(1/7), Kiti HC III (2/7), Lukaya HC III(4/6)</p>
		<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<p>No evidence that the DHO has issued sanitation guidelines to health facilities</p>
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	0	<p>No evidence that the DHO has issued medical waste management guidelines to health facilities</p>



LGPA 2017/18

Water & Environment Performance Measures

Kalungu District

(Vote Code: 598)

Score 41/100 (41%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>From the Water and Sanitation update, one sub-county, Lwabenge (60.3%) is below the district average of 71.9% (as at June 2017).</p> <p>This sub-county been targeted in FY 2017/18 as established from the AWP for FY 2017/18:</p> <ul style="list-style-type: none"> Lwabenge - 2 deep borehole (hand pump) (<i>Nunda, Kirimanya</i>), 2 30-litre communal rain water harvesting tanks (RHT) (<i>Ttowa (St. John P/S). Comprehensive S.S.S</i>), 4 borehole rehabilitations (<i>Ttowa B, Ttowa C, Kyagambidwa, Kiragga</i>)
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<p>From the Annual Progress Report for FY 2016/17, the projects in the sub-counties with coverage below the district average were implemented:</p> <ul style="list-style-type: none"> Lwabenge - 1 deep borehole (hand pump) (<i>Ndagi</i>), 1 30-litre communal RHT (<i>Kityaba</i>), 7 borehole rehabilitations, 1 shallow well rehabilitation (<i>Kafumba</i>)
Assessment area: Monitoring and Supervision				
3	The LG Water department carries			Total number of projects implemented in FY 2016/17

out monthly monitoring and supervision of project investments in the sector

Maximum 15 points for this performance measure

Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0

0

as established from the Annual Progress Report for FY 2016/17 were :

- Rehabilitation of 17 boreholes
- Rehabilitation of 22 shallow wells
- Construction of 1 four stance water borne toilet
- Drilling and Construction of 6 deep boreholes (hand pump)
- Construction of 1 communal masonry RHT

From the supervision and monitoring reports reviewed , 4 out of 5 contracts covering 8 out of 47 facilities (17%) were monitored at least once with details as shown below;

- Four stance water borne toilet - Monitoring report (*dated 21/06/17*)
- Construction of six boreholes – 3 mini boreholes (*Kasasa West, Bugwere Salongo, Kasunga*) – Monitoring reports (*dated 28/02/17 and 11/05/17*), 3 deep boreholes (*Ndagi, Namasavu and Luzira*) - Monitoring reports (*dated 29/11/17 and 21/06/17*)
- 1 communal masonry tank – Construction Supervisions (*dated 23/02/17 and 28/02/17*)
- Report on launching of Water and Sanitation Projects FY 2016/17 (*dated 2/02/17*)

Report on borehole and shallow well rehabilitation was not availed at the time of assessment.

4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data for the current FY: <ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and OBT: score 10 	0	<p>List of facilities in the OBT for FY 2017/18 includes 2 masonry rain water tanks, 15 deep borehole rehabilitations, and 4 deep boreholes (hand pump). This is not consistent with the performance contract that has 20 borehole rehabilitations and the MIS information obtained from MWE which has 31 rehabilitations.</p>
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Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<p>None of the procurement requests reviewed for the planned projects in FY 2017/18 was submitted on time (by April 30th 2017):</p> <ol style="list-style-type: none"> Construction of 30-litre communal RHT at Ttowa PS (<i>submitted 15/06/17</i>) Construction of 30-litre communal RHT at Kiragga Comprehensive (<i>submitted 15/06/17</i>) Construction of 2 deep boreholes Lot 1 - (<i>submitted 15/06/17</i>) Construction of 2 deep boreholes Lot 2 - (<i>submitted 15/06/17</i>) Supply of spare parts and accessories for borehole rehabilitation (<i>submitted 8/6/17</i>)
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The DWO has appointed Contract Manager and has effectively managed the WSS contracts

Maximum 8 points for this performance measure

- If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2

0

Contract management plan for FY 2017/18 projects is not yet in place as procurement process is still on-going for 4 out of 5 contracts. For the borehole rehabilitation contract that has been completed, report on rehabilitation availed.

- If water and sanitation facilities constructed as per design(s): score 2

2

From the field assessment of a sample of projects completed in FY 2017/18 which included Kasasa West and Kamusenene borehole rehabilitations, and FY 2016/17 projects including Bulingo four-stance water borne toilet, Luzira deep borehole and Kityaba communal RHT, construction is as per the designs.

- If contractor handed over all completed WSS facilities: score 2

0

No handover reports were not availed at the time of assessment.

• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2

2

For the completed projects in FY 2016/17 status of completion certificates and completion reports filed was as follows:

1. KALU598/WRKS/16-17/000004- Bukomansimbi General Services: Construction of 30-litre communal tank. Final Certificate (*dated 11/10/17*)

2. KALU598/WRKS/16-17/000002- M/S LEAM International Ltd: Construction of 3 deep boreholes. Final Certificate (*dated 29/11/17*)

3. KALU598/WRKS/16-17/000001- M/S Laina Designers and Civil Engineering Ltd: Construction of four stance toilet. Interim Certificate (*dated 20/06/17*)

4. KALU598/SPLY/16-17/000002- M/S K.S. Richard and Sons Ltd: Supply of New G I Pipes and other accessories for borehole rehabilitations. Completion Certificate (*dated 16/01/17*)

5. KALU598/WRKS/16-17/000003- M/S Bakumulali High Quality Contractors: Construction of 3 mini boreholes. Interim Certificate (*dated 11/05/17*)

• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

0

• From a review of 9 payments it was established that the shortest time it took to initiate payment was one day and the longest was 134 days as shown below;

Voucher	Supplier	Amount	Invoice date	Recommendation	Delay
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8/09/16/RW	Tusabe	3,500,000	2/7/2016	7/7/2016	0
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9/09/16/RW	Tusabe	2,662,100	18/5/2016	1/10/16	134
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/RW	R.B Mubirus	1,789,446	19/9/2016	14/10/16	25
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2/10/16/RW	K.S Richard	1,969,396	19/9/2016	22/09/16	3
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5/10/16/RW	BLK E	1,145,780	19/09/2016	22/09/16	3
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06/10/16/RW	BLK	1,145,780	19/9/2016	22/09/16	3
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04/01/17/RW	Richard	27,774,800	13/01/2017	16/01/17	3
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03/02/17/RW	Tusabe	3,500,000	20/01/2017	21/2/17	32
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01/06/17/RW	Bakumulali	18,313,552	21/04/2017	11/5/2017	20
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02/06/17/RW	Laina	16,316,568	9/6/2017	20/06/17	11
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03/06/17/RW	Leam	62,568,000	23/6/2017	26/06/17	3
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Assessment area: Financial management and reporting

<p>8</p>	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>0</p>	<p>There is no record in the Planners' Office on when the Water Department made its submissions to the quarterly and annual reports.</p>										
<p>9</p>	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>3</p>	<p>According to the internal audit reports for four quarters of FY 2016/17, the department had the following audit queries:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Quarter</td> <td style="width: 50%; text-align: center;">Quarter 1</td> </tr> <tr> <td style="text-align: center;">Quarter 2</td> <td style="text-align: center;">Quarter 3</td> </tr> <tr> <td style="text-align: center;">Quarter 4</td> <td></td> </tr> </table> <p>No. of queries :</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">1</td> <td style="width: 50%; text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> </tr> </table> <p>The department had two audit queries in the year which were responded to and acted on.</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4		1	0	1	0
Quarter	Quarter 1													
Quarter 2	Quarter 3													
Quarter 4														
1	0													
1	0													

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<ul style="list-style-type: none"> • Water issues are discussed by the Finance, Planning and Administration Committee. Evidence of discussion of service delivery issues and associated reports is as below. • 18th October, 2016 – MIN NO. KDLG-FIN. 04/18/10/2016/17 – Discussion & Adoption of Departmental / Sectoral Reports of the 4th Quarter, 2015/16 and 1st Quarter, 2016/17 • Meeting of 12TH May,2017 – KDLG-FIN.05(a)/12/05/2016/17: Scrutiny
		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>There is evidence in the minutes of LG full Council of consideration of issues from the Standing Committee responsible for water, as below:</p> <ul style="list-style-type: none"> • 14th March, 2017 – Adoption of Standing Committees Recommendations / Reports • 22nd December, 2016 – approval of Members of LGPAC • 27th October, 2016 – laying of Supplementary Budget & Approval of Standing Committee Reports

<p>11</p> <p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> • The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	<p>0</p>	<p>The AWP, budget were displayed (<i>on 13/07/17</i>) but releases and expenditures for FY 2017/18 were not displayed on the District's Notice Boards at the time of assessment.</p> <p>The district has a website www.kalungu.go.ug but no information of budgets, expenditures and releases for the Water department.</p>
	<ul style="list-style-type: none"> • All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>0</p>	<p>From the field assessment of the sampled projects, labelling is not sufficient for most projects:</p> <ul style="list-style-type: none"> • Kasasa West bore rehabilitation – Inscription (<i>Borehole No.</i>) • Kamusenene borehole rehabilitations – Inscription (<i>Borehole No.</i>) • Bulingo four-stance water borne toilet – Inscription (<i>Project name, Year of Construction, Name of Contractor, No source of funding</i>) • Luzira deep borehole – Inscription (<i>Borehole No., Year of Construction</i>) • Kityaba communal RHT – Inscription (<i>Project Name, Client, Source of Funding, Year of Construction, Name of Contractor</i>)
	<ul style="list-style-type: none"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>0</p>	<p>No information on tenders and contract awards for the FY 2017/18 projects was displayed on the District notice boards at the time of assessment.</p>

12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	0	<p>For the planned projects in FY 2017/18, applications for 3 out of 23 projects were availed at the time of assessment</p> <ul style="list-style-type: none"> • Kirimanyaga deep borehole (<i>dated 07/03/2017</i>) • Comprehensive High – (<i>dated 7/12/16</i>) • St. Thereza Bwanda – (<i>dated 30/1/17</i>) <p>However no evidence of payment of community contributions as per the Water sector critical requirements was available on file.</p>
		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	0	<p>The Software progress report (<i>dated 4/01/18</i>), submitted to MWE, on functionality of WSCs indicates that WSCs are not functional as they disintegrate after formation. No evidence of collection of O&M fees and payment for minor repairs was available on file at the time of assessment.</p>

Assessment area: Social and environmental safeguards

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	0	<p>A report on environmental and social screening of the 4 deep boreholes water projects for FY 2017/18 (<i>dated 06/11/17</i>) was availed. No screening report for the 2 communal tanks.</p>
		<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	<p>No environmental monitoring report availed at the time of assessment.</p>

		<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	0	No contracts were availed for assessment as procurement is still ongoing.
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women as per the sector critical requirements: score 3 	0	<p>From the lists of WSC composition for the sampled facilities for FY 2017/18 (<i>dated 24/01/18</i>) availed, NONE of the WSCs have at least 50% women composition:</p> <ul style="list-style-type: none"> Ttowa (St. John) P/S – (2 women, 3 men) Kiraga Comprehensive Secondary School – (2 women, 3 men) Ntunda – (2 women, 3 men) St. Thereza Bwanda – (2 women, 3 men) Kirimanyaga – (1 woman, 4 men) Kabuye – (3 women, 4 men)
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	Sanitation facilities were not budgeted for in FY 2017/18.