



LGPA 2017/18

Accountability Requirements

Kasese District

(Vote Code: 521)

Assessment	Compliant	%
Yes	4	67%
No	2	33%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>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.</p>	xxx	<p>LG submitted the performance contract for 2017/2018 to ministry of finance draft by 21/04/2017 as per copy of counter yellow receipt issued and final on 7/7/2017 as per ministry register, beyond 30th June</p>	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxx	<p>LG submitted budget as part of the performance contract, but the approved procurement plan was not seen at the ministry of finance. Even a copy stamped received by ministry at the district for verification could not be seen.</p>	No
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
<p>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)</p>	xxxxx	<p>LG submitted the annual performance report to ministry of finance on 31/7/2017 as per counter copy of yellow receipt issued</p>	Yes

<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>LG made all quarterly submissions Q1 18/11/2016, Q2 13/3/2017, Q3 27/6/2017 and Q4 31/7/2017 to ministry of finance as per counter copies of yellow</p>	<p>Yes</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 report on 29/3/2017 as indicated by the stamp on the report by the office Internal Auditor Generals. 	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>The report from the Auditor General for 2016/17 obtained from their offices indicated that the district is No. 43 on page 200 of the report among 146 DLGs and MCs with unqualified opinion</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Kasese District

(Vote Code: 521)

Score 48/100 (48%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	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	Evidence that a municipality/district has: • A functional Physical Planning Committee in place that considers new investments on time: score 2.	0	Physical Planning Committee in place as per CAOs letter appointing members dated 18/09/2012 and composed of 14 members as per Physical Planning Act 2010. Sat 19/Jan/2018, 20/Nov/2017 and 25/Aug/2017. Presently Committee mainly handling land acquisition issues (customary, free hold and leasehold). Has not yet fully developed structural / physical development plans, but currently helping RGCs of Kyarumba – Mughete, Kisinga and Mubuku with boundary maps and major physical infrastructure already drawn and available.
	Maximum 4 points for this performance measure.	• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.	0	Development of Physical Development Plans just in process, so no submissions yet.
2	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	• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.	2	Budget conference held on 11-12/Nov/2016 and report with sector priorities in place. Projects like health staff houses, construction of maternity wards under health, and classroom construction, construction of staff houses and latrines under education are in AWP and derived from budget conference priorities.
		• 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	Five year plan 2015/16-2019/20 in place and projects like classroom construction, staff houses and latrines pg 109-110 under education, then maternity ward and staff houses under health pg 112-113 in AWP/Budget 2017/18 are derived from the five year plan.

		<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. 	1	Booklet on project profiles 2017/18 seen and formatted as per planning guidelines 2014. Discussed in TPC meeting of 14/2/2017 under min. 58/02/2015/16
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. 	1	Statistical Abstract in place Sept/2017 with disaggregated population figures, HH size per S/C, occupation types as well as attainment of education. Even performance in PLE results disaggregated. Highly populated S/Cs like Mpondwe-Lhusirika T/C, Kyamba and Kisinga receiving more money. Abstract discussed in TPC of 13/09/2017 under min.18/09/2017/18. Need to improve on quality and formatting of minutes.
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	Projects like classroom construction at Bweyale P/S PG 221, construction twin staff houses at Bunyandiko P/S pg 209, spot gravelling Mubuku-Karusandara road 21.7 kms pg 205, and construction of science laboratory at SAAD M pg 163 in Q4 reports are derived from the AWP/Budget of the same year.
		<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	27 projects sampled, 24 are complete and 3 not. Completion stands at 88.8%
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	Construction of 2 classroom block at Bweyale P/S budget 76,202 and spent 71,140, Staff house at Bunyandiko budget 81,282 and spent 76,379, classroom construction at Ibunda SDA in Buhurira S/C budget was 75,490 and spent 70,651. However Mubuku-Karusandara road budget was 140,359 and spent 249,385 (outside the budget and beyond the acceptable 15% plus or minus)

		<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 	0	Roads maintenance in S/C budget for O&M was 142, 181 and spent 142,181, roads maintenance at district budget 800,758 and spent 511,892, support to water O&M water and sanitation budget 141,292 but spent 45,857. This is below 80%
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Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	Three (3) out of the eight (8) HoDs in post have appraisals done as per the personal files i.e. DNRO file no. CR/D/10407, DPMO file no. CR/D/10165 and DHO file no. CR/D/10256. The others have no evidence of appraisal on file. The position of head of the new department of Trade, Industry and Local Economic Development is still vacant.
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	Out of the 8 HoDs in post, five (5) including the DCAO are substantively appointed to their positions. The District has neither recruited the head of the new department of Trade, Industry and Local Economic Development nor assigned duties to anybody. The other three (3) are assigned duties i.e. District Engineer (file no. CR/D/10757), CFO (file no. CR/D/10010) and DPMO (file no. CR/D/10165).
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	The CAO made submissions to the DSC for recruitment in 2016/17 FY through a number of submissions e.g. Letters dated 6/12/2016, 23/1/2017, 24/1/2017 and 28/3/2017. The submissions were considered by the DSC as per the minutes of the DSC sitting on 24th – 27th April 2017 (minutes 19/2017 – 21/2017), 19/5/2017 (minutes 42/2017), 22/5/2017 (minutes 68 - 70/2017) and 12th – 30th June 2017 (minute 162/2017).

		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>During the FY 2016/17, the CAO made individual submissions to DSC for confirmation e.g. letters dated 3/10/2016, 17/11/2016, 9/1/2017, 23/5/2017, 13/6/2017. These were considered by the DSC sitting of 8th – 12th May 2017 (minutes 49/2017 -55/2017), DSC sitting of 6th – 8th June 2017 (minutes 117/2017 - 160/2017) and sitting of 12th – 30th June 2017 (minutes 163/2017 – 171/2017).</p>
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>One (1) individual submission for disciplinary case was made to the DSC on 27/12/2016 for MS Turihohabwe Prudence Eva (Nursing Assistant). Her case was considered by the DSC sitting of 12th – 13th October 2017 (minute 227/2017).</p>
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p>	<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	<p>All the 18 staff recruited during the FY 2016/17 accessed the payroll not later than 2 months as per the list obtained from Human Resource office i.e. All were appointed on 2/5/2017 and accessed may 2017 payroll.</p>
	<p>Maximum 5 points on this Performance Measure.</p>	<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	<p>By the time of assessment, only four (4) of the 18 retired staff in FY 2016/17 had accessed payroll not later than two months from the date of retirement. The others accessed payroll between 3 – 8 months.</p>
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>	<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	<ul style="list-style-type: none"> • Actual revenue collection in 2015/16 was 1,397,275,152 page 42 as compared to actual collection in 2016/17 page 46 of the Final accounts which was 1,277,634,711 a decrease of 119,640,441, equivalent of 9 % decrease.
	<p>Maximum 4 points on this Performance Measure.</p>			

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	<ul style="list-style-type: none"> The revenue budgeted in 2016/17 page 46 of the Final accounts was 3,534,153,059 But actual collection was 1,277,634,711. Ratio = $1,277,634,711 / 3,534,153,059 \times 100 = 36 - 100 = 64 \% \%$ Or Actual collection was less than budgeted amount by $1,277,634,711 - 3,534,153,059 = (2,256,518,348) / 3,534,153,059$ <p>An equivalent of 64 %</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 	0	<ul style="list-style-type: none"> The Trial Balance under code 263104 indicate Transfer to other governments = 1,353,478,992 There is no breakdown of what amount was OSR collected
		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<ul style="list-style-type: none"> Of the 1,277,634,711 OSR collected, total spent on council allowances from the Tribal Balance under code 211103, Allowances= 260,640,000 = 20 %. The source of funding is however not indicated
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 	0	<p>Senior Procurement Officer Position Substantive vide;</p> <ul style="list-style-type: none"> Ref: CR/160/1 dated 16th December 2017 stamped CAOs Letter Appointment on promotion as A procurement officer. DSC Min No. 67/2010 Retained as a Senior Procurement Officer vide Comprehensive Review and Restructuring ARC 135/306/2 and DSC 18/272/01; Senior Procurement Officer. No substantive Procurement Officer

<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>TEC Reports are based on list of projects/Procurements. Sampled files:</p> <ul style="list-style-type: none"> Kse/521/Wrks/2016-17/00002: Construction of a 2 Classroom Block at St. Comboni P/s in Isango S/c, Amount: 62,674,054 UGX, Contractor: Byaruhanga Kaida Construction Co. TEC report dated 28/09/2016 Kse/521/Supply/2016-17/00115: Supply of 3,500M3 of gravel to Kyondo-Ibimbo Road in Kyondo S/C, Amount 29,854,000 UGX, Contractor: M/s Mupala Agency LTD, TEC report dated 20/4/2017 Kse/521/Wrks/2016-17/000049: Construction of Substructure for an OPD at Mukunyu HC III Phase I, Amout:33,000,376 UGX Contractor: Mwimu Enginneering Works LTD TEC report dated 7/02/2017
<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	0	<p>DCC approved the TEC recommendation vide; -</p> <ul style="list-style-type: none"> KSE521/Wrks/2016-17/00003: Construction of a 3-Stance Classroom Block at Rwesande SDA P/s, Amount in the PP, 134,345,404 UGX amount Awarded 154,441,940 UGX variation 22, 096,536 UGX Funding Source, SFG, Contractor: M/s Mwimu Engineering Works Ltd, TEC report dated 27/09/2016. Cc minute KSe/DCC/363/2016-17(11) page 4; Approval of Evaluation Reports for works, Supplies and services under Open Bidding <p>Under this project the TEC report did not discuss the adjustments in contract value and neither did the CC but a corrected value by The Contractor is attached but not approved by any committee</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>	<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 	0	<p>Kasese District Procurement plan 2017/18 dated 14th July 2017 stamped CAO Kasese District, have projects by Sector and by Sub County Stamped PPDA 25/07/2017</p> <p>Kasese District Procurement plan 2016/17 dated 21st July 2016</p> <p>Sampled project: KSE521/Wrks/2016-17/00003: Construction of a 3-Stance Classroom Block at Rwesande SDA P/s, Amount in the PP, 134,345,404 UGX amount Awarded 154,441,940 UGX variation 22, 096,536 UGX Funding Source, SFG</p> <p>Plan Vs Actual</p> <p>Bid Invitation 5/08/2016 Vs 25/8/2016</p> <p>Bid Closing & Opening 25/08/2016 Vs 14/09/2016</p> <p>TEC 31/08/2016 vs 20/09/2016</p> <p>Award by CC 16/09/2016 vs 20/10/2016</p> <p>While most projects have planned dates in the procurement plan this above project have dates variation.</p>
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 this performance measure</p>	<ul style="list-style-type: none"> For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	0	<p>Investment/Infrastructure project planned are 100 in PP 2017/18, Daily Monitor dated 7th September 2017 has 13 project advertised and Bid document prepared have no dated , sampled project for review KSE/521/Wrks/2017-18/00012: Construction of A maternity ward at Nyamirimi HCIV in Muhokya S/c has no date on its bid document and so is the rest.</p>
		<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 	0	<p>Kasese District Local Government has no Contract Register, It was not presented during the assessment</p>

		<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>National Bidding Above 50 million Kse521/Wrks/2016-17/00010 Construction of a mini Irrigation Scheme at KATSUNGIRO on river Kanyampara in Munkunyu S/C, Contractor: Kankitsi Association LTD, 265, 622,520 UGX</p> <p>Selective Bidding 30 million Kse521/Supply/2016-17/00235: Supply of 150, 3 seater desks to Various Schools in Kisinga S/c, Contractor: Kamba and Services LTD, 22,487,850UGX</p> <p>Micro Bidding Kse521/SVCs/2016-17/00042 : Rehabilitation of Street Light in Katwe-Kabatoro TC, Contractor Focused 3000 Co. LTD Amount 4,175,430 UGX</p>
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> 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 	0	<ul style="list-style-type: none"> Kse/521/Wrks/2016-17/000049: Construction of Substructure for an OPD at Mukunyu HC III Phase I, Amount: 33,000,376 UGX Contractor: Mwimu Engineering Works LTD Certificate dated: No certificate KSE521/Wrks/2016-17/00003: Construction of a 3-Stance Classroom Block at Rwesande SDA P/s, amount Awarded 154,441,940 UGX variation 22,096,536 UGX Funding Source, SFG Certification and handover report date: 20th May 2016 <p>Only 1 project has a certificate of completion</p>
		<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	No evidence on site boards presented
Assessment area: Financial management				

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	0	<ul style="list-style-type: none"> • Bank reconciliations were last done on 30/7/2017
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Payment claim register is not maintained, making it difficult to ascertain the timeliness of paying suppliers
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<ul style="list-style-type: none"> • The district has a substantively appointed Principal Internal Auditor, by minute No.381/2017. Dated 25/5/2017 • All the four quarterly reports were produced as dated below: <ul style="list-style-type: none"> • Quarter 1 on 29/11/2016 • Quarter 2 on 19/2/2017 • Quarter 3 on 28/4/2017 • Quarter 3 on 24/8/2017

		<ul style="list-style-type: none"> 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. 	2	<ul style="list-style-type: none"> CAO's letter dated 6/12/2017 to Thabugha B Ernest to account for 15,470,000; Masika Harriet 830,000, Muhindo Felix Magolu 2,000,000; CAO's letter to DHO dated 2/5/2017 to account for 23,010,000 raised in quarter 3 audit report and DHOs' response dated 5/5/2017, accounting for the above sum as verified by the principal Internal Auditor on 5/5/2017.
		<ul style="list-style-type: none"> 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 	0	<p>The reports were submitted to PAC, CAO, LC V and CFO on dates indicated below:</p> <ul style="list-style-type: none"> Quarter 1 on 19/1/2017 Quarter 2 on 31/3/2017 Quarter 3 on 20/6/2017 Quarter 4 on 5/10/2017 <p>However, PAC reports and minutes were not presented for verification because they are still in soft copies</p>
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	<ul style="list-style-type: none"> The assets register is not maintained up to date as verified from the Assets register presented. The land register does not conform to the format on page 168 of the accounting manual The following motor vehicles LG 0031-18, LG 0012-18, UG0492R, LG0123-18, do not have information on Engine Nos, Chassis Nos, Cost, Model, make etc

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: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<p>• Kasese District local government obtained unqualified opinion as reflected in the Auditor General Report on page 200 and No. 43 from the list.</p>
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 sat 25/05/2017 and under min. 45/KDLG/COU/May 2017 discussed supplementary budget, also approved Vanilla quality control bill 2017 under min.46/KDLG/COU/May 2017. Also discussed other important issues such as grain quality control Kasese District, members of land board, standing committee reports DSC etc.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<p>• Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</p>	2	<p>As part of schedule of duties for administrative officers dated 15/Aug/2016, Mr. Mutungwanda John was assigned handling complaints and public engagements. And schedule of feed back in place</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	<p>Payroll Oct/2017 and pensioner payroll for Oct 2017 seen on HR Notice Board.</p>

		<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	1	Successful bidder notice dated 19/Jan/2018 eg. Installation of street lights in Mpondwe Lhubiriha awarded to Focus 3000 Ltd at 63,366,000/=. Also construction of Ibuga- Biganda solar powered water supply system awarded to Robtex Kasese Enterprises at 214,824,074/= on procurement notice board.
		<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.
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	CAOs letter dated 20/June/2016 communicating DDEG Guidelines to all stakeholders including LLGs. Circular on change of dates of birth for Public Officers from public service to S/Cs and T/Cs dispatch book dated 27/3/2017 seen. Also guidelines on preparation and presentation of Physical Development Plans
		<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. 	1	Report on social accountability Radio talk shows by district leadership dated 9/6/2017. Programmes held on Kasese Guide Radio 1/6/2017 and Messiah Radio on 5/6/2017 respectively. Also CD recordings seen and attended by; Planner, DHO, DEO, Engineers, DIO, LCV C/P, Production Officer etc.
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. 	2	<p>Kasese District Local Government Second District Development Plan (DDPII) 2015/16-2019/2020 Signed by CAO 15th June 2015 and LC V chairperson. Gender Analysis, cause effects and Strategies pages 129-144. Specific proposed projects in the project profile do not have Gender Concerns</p> <ul style="list-style-type: none"> Mainstreaming of gender Issues in Departmental Plans and TPC meetings dated 14th 02/2017 Minute 57/02/2016/17 Brief Guide on Gender Mainstreaming
		<ul style="list-style-type: none"> 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	<p>Budget estimates for the FY 2016/17 page 42 Allocation Gender mainstreaming 108107- Allocation 3,510,000UGX page 42. Performance Contract CAO signature dated 4/7/2017 cover page,</p> <p>Kasese Quarterly Performance Report Q4 2016/17 Signed CAO dated 31st July 2017 page 137 Planned Output 1,439,000 UGX Expenditure 16,600,000 UGX a performance of 1153.8%</p>
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> 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 	2	<p>Evidence of environmental Mitigation measures seen in the DDP pages 198-296, While these measure are well profiled they are not costed.</p> <ul style="list-style-type: none"> Environmental Project Appraisals (Screening) 2016/17, 9 appraised dated 5 June 2017 signed by Senior Environment Officer Ref: ENR 554. Following the appraisal, the 6 Construction of 6 Primary Schools in 6 S/c were assessed and Mitigation Measures Costed with 5,000,000 UGX with 830,000 per project.
		<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	0	<p>No evidence, the Senior Environment Officer acknowledges that's he needs to work closely with Sector Heads and PDU on Mitigation costs and Bids</p>

	<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	No evidence of proofs of ownership being implemented.
	<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 	2	6 Certification Form seen for roads works under CAIP projects and 1 sampled certificate is dated 12th September 2017. Rehabilitation of 10.9Km of community access roads in Kyalhumba S/C Bach B Lot 44 Signed and Stamped by Environment and District Engineer



LGPA 2017/18

Educational Performance Measures

Kasese District

(Vote Code: 521)

Score 58/100 (58%)

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 	4	<ul style="list-style-type: none"> The LG had had budgeted for 3057 teachers in 233 schools as in the performance contract 2017/18, pg 22 but due to wage bill provision, currently the department is operating with 3015 teachers, accounting to a minimum average of 13 teachers per school.
		<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<ul style="list-style-type: none"> Every school out of 233 schools in the LG has a head teacher, by appointment or assignment as evidenced on schools deployment lists (DI)sampled; Kanamba-DI 13, Baghungu –DI 11, Buwatha –DI 8, St Comboni- DI 19, Bishop Egidio- DI 8, Hima public- DI 11. From Sample field schools visited indicates deployment list against schools staff (Ss) on ground as: Nyamirami DI 12- Ss 19, Kyemize DI 5 Ss 11, Muholya DI 13- Ss 20, Mubuku DI 15- Ss 16, Mubuku moslems DI 16- Ss 13, at close of December, 2017.

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	<ul style="list-style-type: none"> The approved structure for staff 2017/18 is 3048 teachers,. However, the currently filled positions are 3015 based on the wage bill and on HR payroll. $3015/3048 \times 100 = 99\%$.
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	<ul style="list-style-type: none"> The approved and adopted department staff structure indicates 3 positions of school inspectors substantively filled; (principal inspector, District inspector and schools inspector)
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	<ul style="list-style-type: none"> The sector recruitment plan for teachers in FY 2017/18, submitted to PS. MoPS, through the CAO and HR on 27/9/2016, indicates; education assistants- 170, Senior education assistants- 40.
		<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>	2	<p>inspectors of school's positions are full</p>

5	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.	Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3	0	The District has five (5) school inspectors including the DIS. Four(4) of the five(5) have appraisals done as per their personal files i.e. 4/5= 80%.
	Maximum 6 for this performance measure	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	All 10 sampled head teachers had no evidence of appraisal (performance agreements and reports) completed and endorsed by their supervisors on file i.e. 0% appraisal done.

Assessment area: Monitoring and Inspection

6	The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools	<ul style="list-style-type: none"> 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 	1	<p>Circulars from MOES are evident by;</p> <ul style="list-style-type: none"> Circular standing order instruction No.3 of 2017; Performance management in the teaching service, dated by 27/4/17, signed PS MoPS Teachers support supervision in schools; dated 30/6/17, signed by PS MoES. Teacher supervision tool for primary and secondary schools 2017, Director –DES.
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		<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>Dissemination of circulars;</p> <ul style="list-style-type: none"> 2016 Annual call Circular to all Head teachers of education institutions, private or govt; breach of any instruction is an offence Kasese district primary Head teachers association; Zone leaders meeting; Academic professionalism, min. 3 & 4/2016, held on 22/7/2016. Quality education meeting at Hima p/s: overview of quality education challenges, Min,4/2017; NIIRA exercise Min.5/2017
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. 	0	<ul style="list-style-type: none"> Local government has 233 government aided and 150 private schools registered, totalling to 383schools; 4th Qtr 60, 3rd Qtr 79, 2nd Qtr 222, 1st Qtr 221 schools inspected. Average for all quarters $146/383*100 = 38\%$

LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• 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

4

• ISSUE: Education sector meeting on 16/6/2016; min.13/6/2017 discussed inspection report on failure to complete syllabus.

• RESPONSE: Sector meeting to draw action plan for intensive support supervision for quality education, min.6/7/17, on 18/7/2017.

• 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

2

• Acknowledgement note by DES; dated 31/8/2017 for Qtr 1, 2, 3, &4, FY 2016/2017. Received by secretary 0774354071.

• Evidence that the inspection recommendations are followed-up: score 4

4

• • Reports from Head teachers and other stakeholders about staff gaps in schools. DEO responded by staff re-organisation and transfers, dated to 6/1/17 and approved by CAO on 6/1/2017.

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 	5	<ul style="list-style-type: none"> The EMIS report for 2016/2017 from MoES, Kasese has 233 govt primary schools while DEOs office with OBT has 233. Therefore information is consistent
		<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</p>	0	<ul style="list-style-type: none"> EMIS enrolment data shows total of 141,313 pupils from govt aided schools submitted to MoES; While the performance contract 2016/17 pg 22 indicates 134,710, which is not consistent.

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education 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 education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	2	<p>Works, Technical Services and Social Services Committee sat 26/05/2017 and discussed AWP 2017/18. Also sat 25/Oct/2016, 22/07/2017 and discussed reports among others.</p>
		<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>Committee recommended that DEO supports S/C s so that each identifies and grooms one model P/S from which others can learn. This was approved in council of 25/Oct/2016</p>

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>	3	<p>From SMC file sampled in DEOs office, SMCs Functionality was evidenced by appointment letters.</p> <ul style="list-style-type: none"> • Report files accessed and reviewed but few submitted reports to DEOs office. • Minutes discussing resource issues were seen in all reports
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 	0	<ul style="list-style-type: none"> • Department of education did not display on notice board UPE schools receiving capitation grants.
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 	0	<ul style="list-style-type: none"> • Procurement requests sampled for department include; 5 stance latrine constructions for Kahendero p/s was in approved sector AWP for 2017/18. • The user department signed on 6/7/2017 and submitted to CAO & PDU on 18/7/2017. • Kiraro p/s classroom projects signed by DEO on 9/8/ 2017 and submitted to CAO & PDU on 9/8/2017. • Twin staff house at Kibalya p/s, signed by DEO on 6/7/2017 and submitted to CAO on 6/7/2017 • But all submissions are beyond 30th April.
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"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	0	<p>The files for the vouchers were locked up by the accountant handling the accounts for the education department during the assessment. No verification made for the projects implemented by the department</p>
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 	4	<p>Q1 11/11/2016, Q2 14/01/2017, Q3 24/04/2017 and Q4 13/7/2017 as per planners records.</p>
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 o If sector has no audit query score 4 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 2 points o If all queries are not responded to score 0 	0	<p>Response to the audit queries were not provided during the assessment. For instance advance to Banage Ibrahim 27,054,000 and 7,000,000 to Bwambale Wilson in quarter 4 report page11.</p>

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 	2	<ul style="list-style-type: none"> Education department in collaboration with gender organised trainings on girl child health, hygiene and sanitation for Mubuku, Musasa, Ngoma, Rukoki, Mpondwe, Primary schools; on 12,13, and 23/ June/2017.
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<ul style="list-style-type: none"> • 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 	2	<ul style="list-style-type: none"> • Appointment of Special needs education official to work as a member of the district council for disability as ex-official and technical person. • Report on training on menstrual hygiene and use of reusable sanitary pads submitted to DEO, dated 14/2/2017; signed by Senior women teacher • National strategy to end girl child marriage 2014/15 – 2019/20 implemented in schools. • Implementing MoES structural designs in specifications for contractors to include ramps and iron support bars in toilets.
<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<ul style="list-style-type: none"> • SMCs adhered to gender guidelines as stipulated the in education act 2008, second schedule; A minimum of 2 or more members out of 6 founding members should be females. • Verified by Kyemize 2, Nyamirami 3, Muholya 5, Mubuku moslem 4, Mubuku II 4.

<p>18</p>	<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: 	<p>3</p> <ul style="list-style-type: none"> • 2016 annual circular; Meeting to all Head teachers of educational institutions, Min.8/12/2016, and 11/12/2016. Training on environment protection/ tree planting campaigns, Disaster management, and formation of committees, held on 6/12/2016. • Training on Gender, environment and sanitation compliance in schools; Sub theme II; Environmental compliance with emphasis on replacement of vegetation, leveling by contractors, Plant trees, and formation of environmental clubs in schools.
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LGPA 2017/18

Health Performance Measures

Kasese District

(Vote Code: 521)

Score 73/100 (73%)

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	<ul style="list-style-type: none"> • The Local Government Performance contract 2017/18 FY has 949 approved Posts for PHC workers in the structure. • 708 PHC workers are in post. 5 posts have been advertised for filling. • The current staffing level is 713/949 which is 75% • PHC wage provision is 23,523,528,000
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	<ul style="list-style-type: none"> • The Local government Performance contract 2017/18 submitted on 5th July 2017 to MOFPED has health sector on pages 19-20. • The DHO submitted to CAO the recruitment plan on 7th Nov 2017 for 5 vacant posts of Assistant DHO (Maternal child health); Assistant DHO(environmental health); senior health educator; medical superintendent; and Medical officer special grade.

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>	0	<p>The District has one (1) general hospital i.e. Bwera Hospital and two (2) HCIVs i.e. Rwesande HCIV and Nyamirami HCIV. Only one (1) In charge had been appraised by the time of assessment as per their personal files i.e. 33.3% appraisal done. The file for the second in charge i.e. Rwesande in charge could not be traced.</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	<ul style="list-style-type: none"> • The staff list dated Dec 2017 has qualified staff distributed to all the 113 health facilities; 3 hospitals of Bwera, Kilembe, and Kagando. • 4 HCIV; 43 HCIII; 63 HCII • The health workers are deployed as stated in the staff list. The budget of the current year is 23,523,528,000 for PHC wage.

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 	3	<p>The communication letters and signed acknowledgment forms dated 13th June 2017; 16th May 2017 are available. Some of the guidelines include Uganda Clinical guidelines, New guidelines on ART; National HIV testing policy communicated; New guidance on use of genexpert instruments communicated on 8th Aug 2016</p>
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		<ul style="list-style-type: none"> 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 	3	<ul style="list-style-type: none"> The national health assembly conducted by the district was used to explain new policies, guidelines and circulars. The health facility meeting dated 16th Dec 2016 was used to explain policies and guidelines
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	<ul style="list-style-type: none"> DHT support supervision reports of 13th Sept 2016;10th June 2017 Facility reports for Nyamirami HCIV of 30th Aug 2016;27th Feb 2017;21st April 2017;2nd June 2017 Support supervision is conducted quarterly with support from Partners e.g. Baylor Uganda
		<p>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</p>	3	<p>Health facility records are available at the visited health facilities e.g. Muhokya HCIII</p> <p>Quarterly support supervision reports are available with DHO showing the health facilities supervised and the actions that needed to be followed up. Some of the reports include report of support supervision conducted on 11th aug-13th sept 2016 and 4th April-10th June 2017</p>

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>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</p>	4	<ul style="list-style-type: none"> Supervision reports available at Busongora south HSD in Nyamirami HCIV dated 9th Sept 2016;9th Jan 2017;20th May 2017 Support supervision log books at the health facilities e.g. Muhokya HCIII dated 1st Sept 2016;5th Oct 2016;15th Nov 2016;12th April 2017;30th May 2017; and 2nd June 2017 Due to lack of transport some health facilities were not supervised quarterly.
8	<p>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</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 	4	<p>The minutes of the HSD health assembly dated 14th Nov 2016; and health facility meeting dated 16th Dec 2016 were used to make recommendations for corrective actions. Some actions suggested and followed up include improvement of sanitation and hygiene in health facilities, procuring vital equipment; data management, and progress review on the indicators.</p>
		<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	6	<ul style="list-style-type: none"> The supervision log books at the health facility show follow up of specific actions on data archiving, accountability of donor funds; equipment for new borne care, and follow up rates for defaulters on ART. Monthly performance review by health facilities e.g. Muhokya HCIII on 22nd Dec 2016 were to follow up on actions

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: o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> The list of health facilities on HMIS is consistent with OBT All health facilities are reporting on HMIS and the aggregation of data has been decentralised to each HSD
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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	<p>Works, Technical Services and Social Services Committee sat 26/05/2017 and discussed AWP 2017/18. Also sat 25/Oct/2016, 22/07/2017 and discussed reports among others.</p>
		<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>Committee recommended re-allocation of latrine for Karusandara S/C to another HC 111 which is more badly off. Council of 25/Oct/2016 approved it under min. 17/KDLG/COU/Oct/2016</p>

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 	5	<ul style="list-style-type: none"> • All health facilities have HUMC/Boards e.g. Muhokya HCIII HUMC met on 30th Nov 2016;21st Dec 2016; 5th Jan 2017;. • Nyamirami HCIV HUMC met on 15th July 2016;6th Oct 2016;24th Nov2016;6th April 2017 • Other facilities sampled and have functional HUMC are Kinyamaseke HCIII on 6th Dec 2016 and 3rd Nov 2017 • Katwe HCIII on 27th Dec 2016
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	<ul style="list-style-type: none"> • The DHO publishes PHC non -wage grants quarterly. The latest dated 1st Nov 2017 was seen at the DHO notice board and in the health facilities visited e.g. Nyamirami HCIV and Muhokya HCIII

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> <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 for the current FY: score 2 	0	<p>The procurement plan was received by PDU on 14th July 2017 beyond the cut-off date of 30th April 2017</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 procurement request for construction of a maternity ward at Nyamirami HCIV was submitted on 25th Aug 2017 and for construction of toilets at staff quarters in Kahokyo HC III was received on 25th Aug 2017</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 	4	<p>Acknowledgment letter from NMS is dated 1st July 2017 shows that 68 public health facilities were supported and included in the NMS list.</p> <p>8 Health facilities have not yet been included and do not receive supplies from 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	<p>No project / procurement implemented by the department because of lack of funding</p>
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 	4	<p>Q1 11/11/2016, Q2 14/01/2017, Q3 24/04/2017 and Q4 13/7/2017 as per planners records.</p>

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>	2	<p>CAO's letter to DHO dated 2/5/2017 to account for 23,010,000 raised in quarter 3 audit report and DHOs' response dated 5/5/2017, accounting for the above sum as verified by the principal Internal Auditor on 5/5/2017.</p>
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>	<p>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2</p>	2	<p>Kyarumba HCIII out of 8 HUMC members 3 are female.</p> <p>Nyabirongo HCIII out of 10 HUMC members 3 are female.</p> <p>Muhokya HCIII out of 8 HUMC members 3 are female</p> <p>The MOH guidelines provide for at least one female representative in the HUMC</p>
		<p>• Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2</p>	0	<p>• Sanitation guidelines were not seen at DHOs office nor the health facilities visited</p>
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<p>• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.</p>	0	<p>Medical waste management guidelines were not seen at DHOs office nor the health facilities visited</p>



LGPA 2017/18

Water & Environment Performance Measures

Kasese District

(Vote Code: 521)

Score 66/100 (66%)

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	<ul style="list-style-type: none"> Safe water coverage for Kasese district stands at 55% Four sub-counties are below the global coverage, viz.: Lake Katwe (31%), Kitwamba (48%), Kisinga (53%), and Bugoye (54%) Provision has been made for under-served sub-counties in the FY 2017/18 budget/workplan as follows: <ul style="list-style-type: none"> Lake Katwe: rehabilitation of solar-powered WSS and 2 No. boreholes Kitwamba: construction of solar-powered WSS and rehabilitation of 3 No. boreholes Kisinga: rehabilitation of gravity flow scheme (GFS) by LG's development partner KARUDEC Bugoye: rehabilitation of GFS by LG's development partner South Rwenzori Diocese

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	<ul style="list-style-type: none"> • Progress reports for the preceding year were analyzed – with emphasis on Q4, which was submitted and received by DWD on July 29, 2017 • Low-coverage sub-counties were catered for in FY 2016/17 as follows: <ul style="list-style-type: none"> o Lake Katwe: rehabilitation of 3 No. boreholes o Kitswamba: production well drilling, pump-testing and design of solar-powered WSS o Kisinga: select interventions on gravity flow scheme o Bugoye: construction of gravity flow scheme (via Diocese funding)
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Assessment area: Monitoring and Supervision

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>			<ul style="list-style-type: none"> • Four major WSS projects were undertaken in FY 2016/17: <ul style="list-style-type: none"> o Surveying, production well drilling and pump-testing to facilitate design of solar-powered WSS o Construction of Kibota-Maliba GFS by Robtex Enterprises Ltd o Rehabilitation of 3 No. piped WSS o Rehabilitation of 14 No. boreholes
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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

7

- Construction supervision and monitoring reports for recent WSS projects were reviewed/assessed as follows:

- o Progress reports (June 14 and July 24, 2017): authored by Assistant Engineering Officer to assess construction progress of Kibota-Maliba GFS; i.e. trench excavation, delivery and laying of pipes, gender mainstreaming and construction of public taps

- o Report to CAO (March 2017): authored by Assistant Engineering Officer to assess functionality of GFS in Bugoye and Maliba

- o Quarterly 3 monitoring report: authored by Assistant DWO (community development) to assess physical and management functionality of piped WSS (15 No.) and boreholes (22 No.) built within last three last years

- 3 out of 4 construction Projects: 75%

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: o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> • Kasese LG has planned/budgeted for five WSS projects in FY 2017/18: <ul style="list-style-type: none"> o Survey, design and construction of Kaswa GFS o Construction of a solar-powered WSS o Rehabilitation of 2 No. (Muroho and Kitabu) GFS o Rehabilitation of solar-powered WSS in Lake Katwe o Rehabilitation of 10 No. boreholes • The above list is consistent with MWE's MIS records for district WSS facilities FY 2017/18
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>	<p>0</p> <ul style="list-style-type: none"> • The DWO submitted procurement requests for the projects listed in performance measure 4 as follows: <ul style="list-style-type: none"> o Design and construction of Kaswa GFS – November 16, 2017 o Construction of a solar-powered WSS – November 9, 2017 o Rehabilitation of Muroho and Kitabu GFS – November 9, 2017 o Rehabilitation of 10 No. boreholes – November 9, 2017 o Rehabilitation of Lake Katwe WSS – November 9, 2017 • The PDU records confirm submission of the PRs was beyond the April 30, 2017 deadline
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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

2

• The Water Department's contract management plan for 2017/18 was assessed, and it defines Project Managers for the various WSS initiatives

• Regular site visits are conducted for the aforesaid projects as showcased by periodic monitoring and supervision reports presented in Performance Measure 3

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

2

• Field assessment was conducted on February 12, 2018 for recently implemented WSS projects; i.e. Kibota-Maliba gravity flow scheme in Maliba sub-county, and the public sanitation facility at Ibanda RGC, Bugoye sub-county

• It was established the facilities were built as per designs

<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	2	<ul style="list-style-type: none"> • Assessed WSS facilities are handed over to the LG, which in turn handed over WSS works to communities for management • The report for the commission of Kibota-Maliba GFS was reviewed – and it revealed the Kasese RDC was Chief Guest at handover ceremony
<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	2	<ul style="list-style-type: none"> • The LG has a diverse WSS technology mix – from gravity flow to solar-powered schemes to boreholes (deep wells) • Substantial completion reports prepared by the DWO paved way for certifying extension works. Certified works included: <ul style="list-style-type: none"> o Construction of Kitoba-Maiba GFS – by Robtex Entreprises Ltd (June 14, 2017; UGX 154.5m and September 29, 2017; UGX 3m) o 3-Stance public sanitation facility at Ibanda RGC – by Mupala Agency (August 18, 2014; UGX 13m)

7

• 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

1) Design, Construction of Bwayale-Katabukenene Gravity Flow Scheme in Maliba Sub County worth 209,978,747 by M/S Robtex Kasese Enterprises Ltd.

• Contract date: 28/4/2016

• Certificate date 19/5/2017

• Requisition date 6/9/2017

• Payment date: 8/12/2017

• Voucher No PV-WK00058

There was delay in payment as can be proved by the time lag between certification date and payment date

2) No contract agreement attached

• Certificate date 17/1/2017

• Payment date: 26/1/2017

• Voucher No PV-WK00082

Assessment area: Financial management and reporting

8	<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 	5	<p>Q1 11/11/2016, Q2 14/01/2017, Q3 24/04/2017 and Q4 13/7/2017 as per planners records</p>
9	<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 	0	<p>No evidence was presented for verification on action taken on some of the audit issues raised in quarter 4 eg. Unaccounted for funds by : Mugube Nathan 1,080,000, Kobusinge Sarah 5,750,000, Alleluya Stephen 1,536,000</p>
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	<p>Works, Technical Services and Social Services Committee sat 26/05/2017 and discussed AWP 2017/18. Also sat 25/Oct/2016, 22/07/2017 and discussed reports among others.</p>
		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	0	<p>Nothing substantial was presented for approval</p>

The LG Water department has shared information widely to the public to enhance transparency

Maximum 6 points for this performance measure

- 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

0

- At the time of assessment, the following info was displayed on the LG notice boards:
 - o List of WSS projects for FY 2017/18 – including location (sub-county), Project Managers and Supervisors
 - Information on water and sanitation grant releases was not available for the public

- All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2

0

- Projects assessed during fieldwork show neither FY of construction nor details of funding source and contractor:
 - o 3 No. public stand pipes on the Kitoba-Maliba GFS: none had any labelling
 - o 3-stance lined public VIP toilet at Ibanda RGC: no labelling

• Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2

2

• At the time of assessment, the following info on tenders and contracts was displayed:

o Survey, design and documentation of Kaswa GFS: best evaluated bidder – Butiini Associates (UGX 40.9m)

o Construction of a solar-powered WSS: best evaluated bidder – Robtex Ltd (UGX 214.8m)

o Rehabilitation of Muroho GFS: best evaluated bidder – Pride Trading Ltd (UGX 46m)

o Rehabilitation of 10 No. boreholes: best evaluated bidder – White Mountains Investments (34.6m)

o Rehabilitation of solar-powered Lake Katwe WSS: best evaluated bidder – Robtex Ltd (38m)

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 	1	<ul style="list-style-type: none"> • Community requests for water sources to the DWO are on file. Requests from the following communities were reviewed: <ul style="list-style-type: none"> o Kyarumba RGC, November 1, 2017; subject: stand-alone piped WSS – preliminary assessment done and forwarded to MWE o Kibisire Village, January 27, 2018: subject: request for protected spring
		<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 	2	<ul style="list-style-type: none"> • Form 4. Water Supply Database – Update Sheet details water source functionality across all sub-counties • Form 4 captures information on existence of water user committees – and whether they collect fees for O&M • Functionality of WSCs (management) is also captured via quarterly reports presented in Performance Measure 3 • Average district functionality stands at 82%

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 • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	0	<ul style="list-style-type: none"> • No evidence of environmental screening was availed • No evidence of environmental certification was availed • The LG did not provide evidence of environmental protection in contracts
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	<ul style="list-style-type: none"> • Composition of user committees for assessed WSS facilities could not be established as the Water Department was yet to update records of the same
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	<ul style="list-style-type: none"> • The most recent public sanitation facility was constructed in FY 2014/15 at Ibanda RGC – and was found to be sex-separated, while a ramps is available for access by PWDs