



LGPA 2017/18

Accountability Requirements

Kibaale District

(Vote Code: 524)

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 on 14/7/2017 as per copy of register. This is beyond the mandatory 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 procurement plan accompanying as required was not seen at the ministry. However copy of approved procurement plan signed 20/7/2017 was seen at the district</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 for the previous FY 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 11/11/2016, Q2 9/2/2017, Q3 5/5/2017, 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>	<p>The district submitted the report on 21/3/2017 as indicated by the stamp on the report by the office Internal Auditor Generals. The response were to all the issues raised in the Audit report for 2015/16</p>	<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.48 on page 201 of the report among 146 DLGs and MCs with unqualified opinion</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Kibaale District

(Vote Code: 524)

Score 52/100 (52%)

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: • A functional Physical Planning Committee in place that considers new investments on time: score 2.</p> <p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	0	<p>Physical Planner did not appear for assessment during the two days of assessment, despite calls from both the District Planner as well as CAO himself. No documents were availed.</p> <p>Physical Planner did not appear for assessment during the two days of assessment, despite calls from both the District Planner as well as CAO himself. So no documents were availed.</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>	<p>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</p> <p>• 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.</p>	0	<p>Budget conference held on 6/10/2016 and report in place. However, projects like pipe water supply system in Kabasekende appeared in the AWP, but were not prioritised in the budget conference.</p> <p>Five year approved Development Plan 2015/16-2019/20 in place. Projects such as; Borehole drilling and rehabilitation, construction of pipe water supply systems (Kisiita, Igayaza, Kyaterekera), construction of latrines, classroom construction and rehabilitation plus classroom construction and rehabilitation in the AWP were derived from the five year plan.</p>

		<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 for project profiles 2017/18 seen and prepared as format recommended in the development planning guidelines 2014 and discussed in the TPC sitting 2/8/2017 min no. KDTPC 019/2017/18.
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	Abstract seen and signed by CAO 19/01/2018. Figures disaggregated especially population, life expectancy, s/c populations, dwelling units, employment and occupation by type, staffing etc. The figures influenced resource allocation eg. Kyamarumba with high population received more funds. Discussed in TPC 2/08/2017. Min no KDTPC/020/2017/18
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	Latrine construction in RGCs, borehole rehabilitation (Bubango, Bwamiramira, Nyamanga), Road rehabilitation and maintenance- Kyamanyonyi and in education, retension payment (Businge and Kaigurumba) are all derived from AWP and budget 2016/17 and implemented.
		<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	Out of 61 projects, 41 completed and 12 not completed. This gives 81% completed. The uncompleted are mainly water sources.
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	Borehole drilling Kyamugema-Mutuju budget 22, 500 and spent 15,079, Latrine Nyamaaw budget 25,000 and spent 17,867 and road maintenance district budget 33, 086 and spent 70,723 which is outside the budget and beyond 15% plus or minus of original budget. Figures in 000S

		<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>Projects such as; maintenance of road Igoza budget 5, 154 and spent 5,904, Ngagi-Nyamanwa budget 23,300 and spent 67,580, Byogoro/ Nyamamba budget 2,753 and spent 2,970, retension Kyenzige P/S budget 2,782, and spent 2,616 plus retension Ngara P/S budget 3,084 and spent 3,059. This is over 221 (over 80%).Figures in 000s</p>
--	--	---	---	--

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	<p>Four (4) out of 9 HoDs have their appraisals done and on file (signed performance agreements and performance reports) i.e. Ag. Head of Natural resources dept, DEO, DHO and Ag. Head of trade and LED dept. There is no evidence of appraisal on personal files for the other HoDs. Community has a performance agreement but not signed by CAO.</p>
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>Five (5) out of the 9 HoDs are substantively appointed. The other HoDs are in acting capacity i.e. DCAO, CFO, District Engineer and commercial officer as head of trade, industry& local economic development department.</p>
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	<p>Submission for recruitment was done and is on file (PSC form 1). The positions were advertised in the New vision of 16/01/2017. Recruitments were handled during the DSC sitting from 30th-31st march 2017 and 3rd - 24th April 2017 under minute 41/2017 and the sitting of 15th-23rd may under minute 89/2017 -91/2017, 95/2017 -99/2017 as well as the sitting of 6th June 2017 under minutes 118/2017 – 119/2017.</p>

		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	The DSC received a number of submissions for confirmation e.g. Submission letters dated 28/2/2017 and 3/10/2016. These were considered during the DSC sitting of 24th-30th January 2017 under minute 12/2017 and during the sitting of 2nd March 2017 under minutes 27/2017 – 30/2017.
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	0	Two (2) discipline cases submitted to the DSC during 2016/17 FY in letters dated 16/3/2017 and 24/3/2017. These were not presented to the DSC for consideration but were deferred and handled in October 2017 (the following FY).
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</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 	0	92 out of the 106 officers recruited during financial year and appointed as at 2nd June 2017 as per the list of recruited staff on file, were on June 2017 payroll i.e. accessed payroll within one (1) month from the time of recruitment while 14 who accessed pay roll in September and October is beyond 2 months after appointment.
		<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	There were only 2 staff who retired in 2016/17 i.e. Balimwijuka Edward retired on 19/5/2017 and accessed payroll in January 2018 i.e. 7months from retirement date while Ruhyoza Israel retired on 1/3/1017 and has not accessed payroll to date.
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	<ul style="list-style-type: none"> • Actual collection for 2015/16 = 439,325,118. In 2016/17, the district was split into 3 (Kagadi, Kibaale & Kakumiro). • Actual collection for Kibale in 2016/17 = 193,783,504. • Comparisons cannot be made because the amount contributed by Kibale in 2015/16 could not be determined.
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>Budget for 2016/17= 146,665,000</p> <p>Actual collecti</p> <p>Ratio = $193,783,504 / 146,665,000 \times 100\% - 100\%$</p> <p>= 32 %</p> <p>Short fall in revenue collection by 47,118,504</p> <p>$47,118,504 / 146,665,000 \times 100 = 32\%$</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	<p>From the Trial balance Total transfer to LLG Code 263104 = 23,098,378.</p> <p>OSR =193,783,504</p> <p>$23,098,378 / 193,783,504 = 12\%$</p>

		<ul style="list-style-type: none"> • Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	0	<ul style="list-style-type: none"> • General Council Allowances Code 211103 =71,887,000 • Less payment from Unconditional Grants = 35,400,000 • Balance paid from local revenue =36,485,378 • Add Standing Committees allowances Code 211103 = 14,558,000 • Total paid from local revenue = 51,043,378 • Actual local revenue collected = 193,783,504 =26%
--	--	---	---	---

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 Senior and Procurement Officers are in Place: Evidence</p> <ol style="list-style-type: none"> 1. Senior Procurement Officer Ref: CR/D/166/17, Dated 2nd June 2017, Minute DSC-Min/103/2017 2. Procurement Officer: CR/D/10018 dated 24th February 2017 DSC Min. 15/2017
----	---	---	---	--

<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>Reports are Adhoc based on service points as listed below; e.g. Kiba524/Wrks/FY16/17/00213 Construction of Maternity General Ward, 2 Stance Latrine and 2 Stance bathrooms at Maisuka HCIII; TEC report dated 28th Dec 2016 submitted to DCC on 5th January 2017 recommending Azu properties LTD, Amount 296,110,016 UGX Membership of 5.</p> <p>Kiba524/Srvcs/FY16-17/00254, Siting and Survey of 9 boreholes in Kibale District. TEC report 24th March 2017, Submitted to DCC on 28th March 2017 Recommended Sags Geo Consults Ltd Amount: 17,866,604 UGX</p>
<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>DCC approved the TEC recommendation of Kiba524/Wrks/FY16/17/00213 Construction of Maternity General Ward, 2 Stance Latrine and 2 Stance bathrooms at Maisuka HCIII vide minute: DCC Min. 49/1/2017/(4) approval was based on the bid being within the reserve price.</p> <p>Kiba524/Srvcs/FY16-17/00254, Siting and Survey of 9 boreholes in Kibale District. DCC Min. 92/3/2017/(6) also within the reserve price</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 	2	<p>KDLG PP FY 2016/17 cover page 4th October 2016 PPDA stamp Received by PPDA, produced on 16th September 2016 CAO Stamp.</p> <p>KDLG PP FY 2017/18 dated 20th July 2017 PPDA stamp, produced on 18th July 2017 CAO's Stamp. Test of Adherence to Plan Kiba524/Wrks/FY2016/17/00195 Construction of Production well under Lot 1 Plan Vs Actual Bid Invitation: 7th November 2016 Vs 7th November 2016 (CAO-CR/105/1) Selective Bidding Bid Closing: 24th November 2016 Vs 24th November 2016 (LG PP form 10 CC Evaluation: 14th December 2016 5th December 2016 Conclusion Plan Adhered too.</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 	2	<p>All the 163 Investment and Infrastructure projects FY 2017/18 have BOQs that is 100% before August 30th</p> <p>Bids documents tested produced 3rd August 2017, Construction of 5 stance VIP Latrine with Urinal and Hand Washing Facility at Mutagata P/s Ref: Kiba524/Wrks/FY17/18/00066</p> <p>Kiba524/Wrks/2017/18/22064: Construction of 3 Stance VIP latrine with a Urinal and hand washing facility at, Kisalizi P/s</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 	2	<p>The Districts has Kibale District Local Government Procurement Contract Register, Started in FY 2016/17, Contract Lager Sr No 701 updated to 718 with updates to 2017/18 contracts.</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 Kiba524/Wrks/FY2016/17/00210 Drilling and Installation of 9 Boreholes Under lot 1 Amount 151,451,820 UGX, Contractor; M/s SRI BALAJI Industries (E.A) Kiba/524/Wrks/2016/17/000216: Construction of a rural Staff House, Kitchen, & 2 stance VIP latrine with a Urinal at Bujini St Tereza P/S, Amount 82,298,076 UGX Kiba524/Wrks/FY2016/17/00251 Drilling and casting and installation of 9 Boreholes Under lot 1 Amount 157,481,620 UGX, Contractor; KLR U LTD</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 	2	<p>Implemented projects in FY 2016/17 have certificates and inspection reports on file evidence Kiba524/Wrks/FY16/17/00213 Construction of Maternity General Ward, 2 Stance Latrine and 2 Stance bathrooms at Maisuka HCII with Certification: 7th June 2017 and Supervision Report: 31st May 2017</p> <p>Kiba524/Wrks/FY2016/17/00251 Drilling and casting and installation of 9 Boreholes Under lot 1 Amount 157,481,620 UGX, Contractor; KLR U LTD Certification: 23rd June 2017 Supervision Report: 23rd June 2017</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	<p>No provision for signage's in the BOQs thus lack of site installation of site boards</p>
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 	4	<p>Bank reconciliations are prepared on monthly basis as seen from the cash books presented by the CFO, the last reconciliation prepared on 20/1/2018</p>
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	<p>Payment claim register was not in place and therefore could not ascertain over due bills</p>
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. 	0	<p>There is no substantially appointed Senior Internal Auditor, Staff structure Ref: ARC135/306/01 dated 16/11/2016 and received by the district on 1/12/2017 signed by PS Ministry of labour and Public service does not provide for senior Internal Auditor.</p>

• 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

Audit reports submitted to Secretary PAC, CAO, LCV through the Central Registry as evidenced by stamps from the Central Registry on the reports below

Quarter 1 on 31/10/2016

Quarter 2 on 30/1/2017

Quarter 3 on 30//2017

Quarter 4 on 4/2/2017

• CAO letter of reminder on 2016/17 Audit issues to all Heads of departments & Sub Counties dated 9/1/2017

• CAOs communication on Audit queries raised by Auditor General for 2016/17 dated 4/1/2017

• PAC minutes
No./47/LGPAC/06/2017 page 27

• PAC minutes
No./19/LGPAC/12/2017

		<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 	<p>All quarterly reports were submitted through the Central registry with stamps dated as below.</p> <p>Quarter 1 on 31/10/2016</p> <p>Quarter 2 on 30/1/2017</p> <p>Quarter 3 on 30//2017</p> <p>Quarter 4 on 4/2/2017.</p> <p>The reports were reviewed by PAC sitting on sampled date below.</p> <ul style="list-style-type: none"> 28-29/7/2016 with all the 5 members attending. PAC sitting Minute No. 41/LGPAC/06/17 Page 12, where PAC upheld that Nyakalere S Simeon refund 27,343,568 and on page 8 dropped 5,900,000 for the supply of spear parts for Grader No.LG001-050 and many other issues PAC minutes No./47/LGPAC/06/2017 page 27 PAC minutes No./19/LGPAC/12/2017 CAO letters dated 9/1/2017, 4/1/2018 as reminders to all staff to respond to queries
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 	<p>0</p> <ul style="list-style-type: none"> The Assets register though maintained, some information are not recorded for some assets like. desktop computer bought at 1,800.000 page No.3534 Finance assets register Printer bought at 500,000 All office equipment for IFMIS do not have dates of acquisitions and values and many others

		<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	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	<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	During budget conference 6/10/2016 involving all LLGs, CAO presented and communicated budget call circular 2017/18 to LLG officials as per attendance attached to report.
	Maximum 2 points on this performance measure	<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	Baraza conducted on 24th March 2017 at Rwamiramba S/C HQs in Buyanja County, and attended by all HODs and guest of honour Minister of State Bunyoro affairs Hon. Kiiza Ernest and Matia Kasaija.

Assessment area: Social and environmental safeguards

25	The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles	<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	Kibale DLG Second 5-year Development Plan 2015/16-2019/2020 District Situational Gender Analysis Page 70-72 Project Profiles per sector FY 2016/17 page 339-340 Minute of the DTC 20th April 2017 Minute KDTC/077/2016/17 showing approval of UWEP projects Council Performance Report: State of Affairs Report FY 2016/17 submission to Council dated 22nd December 2016
	Maximum 4 points on this performance measure.			

		<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>Current FY Budget Provisions on Gender Mainstreaming Vide vote 524, output 108107 Gender Mainstreaming Amount 4,000,000 UGX.</p> <p>Previous FY AWP 2016/17 for Activities implemented: Outputs page 93, Previous Budget in AWP 15,000,000 UGX and Total Expenditure per vouchers FY 2016/17 Amounts to 13,950,809 UGX a 93% utilisation</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>Kiba524/Wrks/FY16/17/00213 Construction of Maternity General Ward, 2 Stance Latrine and 2 Stance bathrooms at Maisuka HCII ESSF date 15th June 2016 EIA Inspection Report 16th June 2016</p> <p>Kiba524/Wrks/FY2016/17/00251 Drilling and casting and installation of 9 Boreholes Under lot 1 Amount 157,481,620 UGX ESSP 16th June 2016. EIA Monitoring Report 12th June 2017</p> <p>Road Rehabilitation and Maintenance using Mechanised Machine. ESSF 9th June 2016</p> <p>Construction and Protection of 7 Shallow wells: ESSF 16th June 2016</p>
		<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	1	<p>Kiba524/Wrks/Fy16/17/00252 Construction of 6 Shallow wells under PAF, Mirunda Enterprises, dated 17th March 2017 BOQ item 6 Site clearing & Planting paspalm page 29</p> <p>Kiba/524/Wrks/FY16/17/00211 Drilling, Casting and installation of 8 Boreholes under lot 2. Bill No 4 Pump testing and Water quality Analysis Item 5.1-5.6, Planting of Paspalm</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	<p>Land Ownership in Kibale is complex, The district has no ownership of land inform of Titles or agreement. This is a national matter.</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	2	Road Rehabilitation and Maintenance using Mechanised 15 Km Road Ref: CAIIP-2/Kibaale/CAR-BATCH/C/Lot 06 Certificate: 22nd November 2016 Kiba524/Wrks/FY16/17/00213 Construction of Maternity General Ward, 2 Stance Latrine and 2 Stance bathrooms at Maisuka HCII Certificate 16th June 2017
--	--	---	---	---



LGPA 2017/18

Educational Performance Measures

Kibaale District

(Vote Code: 524)

Score 71/100 (71%)

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 budgeted for 388 teachers in 49 schools as in the performance contract 2017/18, but due to wage bill provision, currently the department is operating with 402 teachers, accounting to a minimum average of 8 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 49 schools in the LG has a head teacher, by appointment or assignment as evidenced on schools deployment lists Basing on the advertisement in New Vision dated on Monday Jan 16, 2017, pg 42, and recruited in May 2018.
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 o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	3	<ul style="list-style-type: none"> The staff approved structure for 2017/18 is 414 posts and filled 402 (source, staff recruitment plan 2017/18) $402/414 \times 100 = 97\%$

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>The submission of staff recruitment requisitions dated and received at central registry on 25/7/17, indicate 2 inspectors of schools.</p> <ul style="list-style-type: none"> This implies the three posts of inspectors are now dully filled.
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>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 performance contract 2017/18, indicate staff recruitment plan for 12 personnel to be filled including; (2 head teachers, 2 deputies, and 8 education assistants pg 5)
	<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 School Inspectors: score 2</p>	2	<ul style="list-style-type: none"> The department has realised its target for School inspectors, as in the approved structure for the department.
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>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<p>The District has 3 school inspectors (District Inspector of Schools and 2 Inspectors of schools). One of them has his appraisal for 2016/17 filled, endorsed by the supervisors (DEO and CAO) and on file i.e. 33.3%.</p>
	<p>Maximum 6 for this performance measure</p>	<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</p>	2	<p>Four of the 5 sampled head teachers had their appraisals (performance agreements and reports) completed and endorsed by their supervisors (Sub-County Chief and DEO) i.e. 80%.</p>

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

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

1

Copies of circulars reviewed from DEOs circular file and also found at sampled schools include:

- Registration of pupils by NIRA; DEOs meeting with head teachers on 2/6/2017.

- Minute no.6/2/17; Speech by Education officer to head teachers about school feeding and nutrition.

- Teachers' support supervision tool in schools; dated on 30/6/2017

- Circular notice No. 2/2015; Ban on all acts of violence against children in schools; August 2015,.

- Establishment Notice no.4/2009; Application of sanctions in case of absentism in public service.

• 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

- Meeting Minute no.6/2/17 held on 5/2 2017; speech by DEO to form school feeding committee held at Nyamaranda s/c. Retain children at schools and reducing violence at school

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: <ul style="list-style-type: none"> 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. 	8	<ul style="list-style-type: none"> Report Qtr 1, dated on 30/9/ 16, 73 schools inspected Qtr 2, dated on 21/12/16, 49 schools inspected. Qtr 3, dated on 30/3/2017, 35 schools inspected <p>The average for all Qtrs is 52</p> <ul style="list-style-type: none"> Analysis of the schools inspected for both government and private = $52/(49+24)*100 = 71\%$
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 	4	<ul style="list-style-type: none"> Issue: Minute no. 3/9/16, dated on 10/9/16; Under staffing challenges discussed Response: Recruitment done in May evidenced by advertisement in NewVision Monday, January 16, 2017. Pg 42
		<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 	2	<ul style="list-style-type: none"> Qtr 1 report submitted on 26/9/2016, received by Secretary. Qtr 2 rpt submitted on 20/2 17 received by assistant Accountant. Qtr 3 report submitted on 11/4/17, received by Secretary. Qtr 4 report submitted on 7/7/2017, received by secretary. DES records confirm all 4 quarter reports received.

		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	<ul style="list-style-type: none"> Feedback summary book introduced at schools where recommendations are made by the inspectors. Head teachers also make commitment to follow up on recommendations; At Nyamugura P/s, Term II on 7/6/17, DIS commented on lack of hand washing can. The hand washing facility was procured during 3rd term 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"> EMIS report for 2017/18 indicate 49 schools which is consistent with schools list in performance contract pg 28-64.
		<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"> The EMIS report on enrolment of pupils from DEOs office is 18,596 as opposed to 18864 in the performance contract 2017/18
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>General Purpose Committee (Education, Health, Water, Works and Technical service) sat 22/5/2017 and discussed the plan and budget estimates 2017/18 under minute 25/GPC/05/2017. Other meetings include; 1/3/2017, 13/12/2016, 3/10/2016 etc.</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>Presented for council approval information sharing on project implementation minute 12/GPC/12/2016, MINUTE 04/GPC/10/2016 presented for approval School Management Committees for vetting, and committee discussed purchase of vehicle at 141 million and presented for approval in 3/10/2016.</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>	0	<ul style="list-style-type: none"> Basing on the sample; All SMCs members were appointed Out of the 5 sampled schools with SMCs; 3/5 had meetings in term I, accounting to 60% 5/5 had meetings in term II, accounting to 100% 3/5 had meetings in term III, accounting to 60% Average is 74% 3/5 had meetings in term III, accounting to 60% Average is 74%

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	<ul style="list-style-type: none"> • A list of 49 schools receiving Non wage for 2016/2017 were displayed on notice boards. • All the five schools sampled, Capitation grants were displayed in headmaster's office.
----	--	---	---	--

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	<ul style="list-style-type: none"> • Procurement requisitions FY 2016/17 for construction of classrooms were prepared, signed by the user department and submitted to PDU on 2nd Nov, 2016; signed and approved by CAO.
----	---	--	---	--

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>1) Construction of 2 Class Rooms, Office & Store at Businge P7 School in Mpasanna worth 57,647,344 by Kyowase Co Ltd</p> <p>Certificate NO. 1 21/3/2017</p> <p>Date of payment 23/6/2017</p> <p>Voucher No PVED00219</p> <p>Payment made after 2 months</p> <p>2) Construction of staff House, Kitchen and 2 Stance VIP Latrine with Urinal at Bujuni St Theresa P7 School worth 82,298,096</p> <p>Contract date 21/3/2017</p> <p>Certificate No.1 23/6/2027</p> <p>Date of payment 23/6/2016</p> <p>Voucher No, PVED00220</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 10/11/2016, Q2 8/02/2017, Q3 2/05/2017 and Q4 8/7/2017 as consolidation dates. HODs signed copies to ministry.</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 	2	<ul style="list-style-type: none"> PAC report Clerk to Council stamped by Clerk to Council dated 17/10/2017 page 5 upheld that the former Head Teacher of Kaselizi SS, Nyakalere S Simeon refund 27,343,568. Head Teacher St. Kizito Kibedi Karuguza (0775094376) & Mudima James responded to Audit queries of Quarter 3 & quarter 1 2016/17 and accountabilities received by the Internal auditor on 13/11/2017 and 22/12/2017 respectively
----	---	---	---	--

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"> Dissemination guidelines on; Menestaul Hygine management, training dated on 20-23 Feb 2017..
		<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"> Debating sanitation and MDD clubs, guidance and counselling training dated on 30/01/2017. Reproductive Health, Hygine, and acquisition of life skills; encourage boys and girls to participation..

		<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"> • On every SMC, it is mandatory that 2 or more members out of 6 founding members should be females. Example Bujuuni has- 5, Kahyola - 4 , Kasambya – 3, and Nyamugura – 3 females
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: 	0	<ul style="list-style-type: none"> • In some schools sampled, guidelines on environmental management were not available at time of assessment.



LGPA 2017/18

Health Performance Measures

Kibaale District

(Vote Code: 524)

Score 82/100 (82%)

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>	6	<ul style="list-style-type: none"> The LG Performance contract 2017/18 FY pages 21-28 has vacancies for 5 posts in the approved structure. The wage bill provision of 86,177,568 for new staff and 1,328,685,000 for total PHC wage including staff already in post. The district filled 4 out of 5 posts in Dec 2017 <p>Out of 125 approved posts in the structure 110 are filled with staffing level of 88%</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	<ul style="list-style-type: none"> The recruitment plan in the LG performance contract was received and stamped on 30th June 2017. The health sector is covered under pages 21-28 of the LG performance contract 2017/18 FY
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>	8	<p>The District has one (1) HCIV i.e. Kibaale HCIV and no hospital. The In charge had appraisal done i.e. the performance report for 2016/17 was on file i.e 100%.</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 list of deployment is dated 30th June 2017. Out of approved structure for health of 125 staff; 110 are filled with vacant gap of 19. The staff are deployed as evidenced in Kibaale HCIV and Kyebando HCIII
---	--	--	---	---

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 distribution list for the guidelines is available and are dated 20th July 2017; 14th Aug 2017; 10th Nov 2017. These guidelines seen are; The quality improvement methods, Practical guidelines for dispensing to Lower health facilities, Guidelines for Governance and Management structures dated 14th Oct 2016, Reaching every district and reaching every child in Uganda; Approaches to health care waste management dated 18th Oct 2016; Intergrated management of acute malnutrition Jan 2016;</p>
		<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 meeting with health facility in charges took place on 14th July 2017 • The guidelines are available at the health facilities visited.

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"> There is only one HCIV (Kibaale HCIV) and the DHT conducted quarterly support supervision as seen from the HCIV support supervision log book. The DHT meeting minutes are dated 2nd Dec 2016;31st Jan 2017;31st March 2017; and 10th July 2017
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 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	<ul style="list-style-type: none"> The support supervision log books at the health facility dated 12th -19th Oct 2016; 24th April 2017 copies are available with the DHO. The lower facilities include 3 HCIII; 1 HCII; and 11 Private not for profit health facilities
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>	6	<ul style="list-style-type: none"> The HSD support supervision report is dated 15th Dec 2016 Facility support supervision log books are available at the health facilities visited. E.g. Kyebando HCIII supervision was held on 25th Feb 2016;5th May 2016;23rd May 2016;3rd Oct 2016;12th Oct 2016;22nd Nov 2016;5th Dec 2016;13th Feb 2017; 22nd May 2017; and 22nd Juen2017;
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 DHT meeting minutes are dated 2nd Dec 2016;31st Jan 2017;31st March 2017; and 10th July 2017 touch on IP coordination; EMTCT services;HUMC meeting schedules.</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 recommendations and follow up actions are contained in the facility records(support supervision log books. The action points in the minutes above show that the recommendations are being followed e.g. the DHT meeting minutes of 31st March 2017- pages9 and 10. <p>Actions followed include mass mosquito net distribution;HIV/AIDS out reach services; budget cuts for DHOs office; vehicle repairs; and HMIS reporting.</p>
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 	0	<ul style="list-style-type: none"> The lists in OBT include only those that receive grants from government i.e. 5 public and 2 NGO health facilities. The list that submits HMIS are 16.

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>General Purpose Committee (Education, Health, Water, Works and Technical service) sat 22/5/2017 and discussed the plan and budget estimates 2017/18 under minute 25/GPC/05/2017. Other meetings include; 1/3/2017, 13/12/2016, 3/10/2016 etc.</p>
----	---	---	---	--

		<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	In October under minute 38/GPC/10/2017 discussed and recommended to council staff recruitment plan for approval. Also presented for approval sharing of information on project implementation 12/GPC/12/2016.
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	<ul style="list-style-type: none"> The sampled health facilities have not held 4 mandatory meetings as expected. Kyebando HCIII only minutes of 2 HUMC meetings dated 16th March 2017;22nd May 2017 Mugarama HCIII one HUMC on 29th Oct 2016 Matale HCII one HUMC meeting on 25th Aug 2017 The HUMC are in all the health facilities
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 	0	<ul style="list-style-type: none"> The website is non-functional. The DHOs notice board has a notice for 2016/17 FY dated 15th Dec 2017. It has no publication for the 2017/18 PHC Non-wage grants. The visited health facilities Kyebando HCIII and Kibaale HCIV have no notices for PHC non-wage for 2017/18 FY
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 	2	<p>The submission letter was received on 12th July 2017 and covers the construction works for Kibaale HCIV</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 form was submitted on 12th July 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 	8	<p>The procurement plan is dated 7th Sept 2017 and was received by NMS. NMS Regional office provides support for preparation of the requests for all the health facilities.</p> <p>The list of health facilities in the LG performance contract (16) but only 5 are public health facilities. All the 5 are in the procurement plan obtained from NMS. The confirmation letter from NMS Ref NMS 22/6 is dated July 1st 2017</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 	2	<p>1) Construction of Mortuary Phase 3 at Kibaale HCIV worth 30,533,680 by Crane Earth Works International Ltd.</p> <p>Contract date: 13/6/2017</p> <p>Certificate No.1: 23/6/2017</p> <p>Payment date:23/6/2017</p> <p>Voucher No: PVED00217</p> <p>2) Construction of Maternity General Ward, 2 stance Latrine & 2 Stance bath rooms at Maisua HCIII Bubuga S/C worth 296,110,016 by Azu propertis Ltd</p> <p>Contract date: 15/2/2017</p> <p>Certificate No 1: 1/6/2017</p> <p>Payment date:15/6/2017</p> <p>Voucher No. PVHE00072</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 10/11/2016, Q2 8/02/2017, Q3 2/05/2017 and Q4 8/7/2017 as consolidation dates. HODs signed copies to ministry.</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>	4	<ul style="list-style-type: none"> • On 2/11/2017 DHO appeared before PAC and all the queries were dropped. • Response made to PAC on unaccounted 65,265,413 on 7/2/2017, PAC minutes No. 34/LGPAC/03/2017 • The department did not have any query in quarter 4
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	<ul style="list-style-type: none"> • The HUMC minutes show the composition that includes female representation e.g. Kyebando HCIII HUMC meeting minutes dated 16th March 2017 and 22nd May 2017 show female gender representation as per the guidelines
		<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 	2	<ul style="list-style-type: none"> • All facilities have separate sanitation facilities for men and female. This is due to sanitation improvement support by Saving mothers giving life(SMGL) project • The guidelines on sanitation are available at the health facility
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. 	2	<p>The guidelines on medical waste are available at the health facility e.g. Kibaale HC and Kyebando HCIII</p>



LGPA 2017/18

Water & Environment Performance Measures

Kibaale District

(Vote Code: 524)

Score 94/100 (94%)

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 the Kibaale is 72% Five (out of 10) sub-counties are below the district's average coverage Low-coverage sub-counties are: Bubango (54%), Karama (49%), Nyamarwa (47%), Nyamarunda (57%) and Kasimbi (68%) Provision has been made for all the five sub-counties in FY 2017/18 budget. 6 out of the 12 planned siting and drilling of deep boreholes is in the low-coverage sub-counties as follows: <ul style="list-style-type: none"> Bubango: 2 new deep boreholes Karama: 1 new deep borehole Nyamarwa: 1 new deep borehole; one due for rehabilitation Nyamarunda: 1 new deep borehole; two to be rehabilitated Kasimbi: 1 new deep borehole; one to be rehabilitated

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"> As per quarterly progress reports (Q4 received by MWE on August 8, 2017), all the five sub-counties with inadequate water coverage were catered for in FY 2016/17 as follows: <ul style="list-style-type: none"> Bubango: One deep boreholes was rehabilitated Karama: 1 deep borehole was constructed Nyamarwa: 4 deep boreholes installed Nyamurunda: 3 new deep boreholes; 4 boreholes rehabilitated Kasimbi: 1 new deep borehole; 2 boreholes rehabilitated
---	---	---	----	---

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 under the District Water Office were implemented in FY 2016/17: <ul style="list-style-type: none"> Drilling and installation of 16 deep boreholes – Lot 1 and Lot2 - Sri Baraj (8 No.) and KLR Uganda (8 No.) Drilling of two production wells to aid feasibility and design for Kabasekende rural piped WSS Rehabilitation of 14 deep boreholes by Art Centre Ltd Construction of 4-stance lined VIP latrine at
---	--	--	--	---

		<p>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</p>	15	<p>Kabasekende Market by Art Centre Contractors Ltd</p> <ul style="list-style-type: none"> • The DWO prepares periodic progress reports for WSS projects. Monitoring and construction supervision of investments was assessed as follows : <ul style="list-style-type: none"> o Progress report dated May 5, 2017: addressed the 8 boreholes under construction by KLR Uganda Ltd o Progress report dated April 7, 2017: covered siting of deep boreholes; construction of lined VIP latrine; and drilling of Lot 1 and Lot 2 deep boreholes (16 No.) o Progress report dated June 20, 2017: reviewed rehabilitation of deep boreholes (14 No.); construction of VIP latrine; and drilling of production wells for Kabasekende rural WSS o Progress report dated March 2017: prepared by Aquatech Enterprises – the consultant appointed by the LG o supervise siting and drilling supervision of all the deep boreholes within Kibaale district o 4 out of 4 Projects: 100%
--	--	--	----	--

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"> o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> • Kibaale LG intends to implement the following WSS projects during FY 2017/18: <ul style="list-style-type: none"> o Drilling and installation of 12 No. deep boreholes o Rehabilitation of 11 No. boreholes o Construction of a public VIP latrine at Kirigwaijo Shrine • 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>	0	<ul style="list-style-type: none"> • The DWO submitted procurement requests for the three projects listed in performance measure 4 on July 12, 2017 – with the following details: <ul style="list-style-type: none"> o Drilling, casting, pump-testing and installation of 12 No. deep boreholes (UGX 19.5m X 12 = UGX 234m) o Construction of a public VIP latrine at Kirigwaijo Shrine (UGX 19.3m) • The PDU records confirm submission of the PRs was beyond the April 30 deadline
---	---	---	---	--

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

- From the periodic progress reports for WSS projects enlisted in performance measure 3, there was evident cooperation among the DWO, consultants and contractors procured by the LG – and beneficiary communities

- Agreed-to-actions were always addressed before the WSS projects would be ready for “political commissioning”

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

2

- Field assessment was conducted on January 22, 2017 for select WSS projects in FY 2016/17; i.e. deep boreholes and 4-stance VIP latrine at Kasekende Market

- It was established the facilities were built as per designs

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

2

- Visits to sampled WSS facilities entailed engaging beneficiary communities, who are in charge of maintenance – complete with water source committees

- Projects assesses are within the defects liability period, but no substantial corrective measures are necessary

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

2

• The Project Manager/DWO prepared practical completion reports and issued interim certificates for the assessed WSS projects. Certified works included:

o Construction of a 4-stance lined VIP at Kabasekende Market – by Art Centre Ltd (May 25, 2017; UGX 18.7m)

o Drilling of deep boreholes – KLR Uganda Ltd (June 23, 2017; various certificates UGX 16.7m, UGX 80.3m, UGX 17m, and UGX 17m)

o Drilling of deep boreholes – Sri Baraj (June 23, 2017; various certificates UGX 138.7m, UGX 157.5m, UGX 18.7m, and UGX 17m)

7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>1) Construction of 6 shallow wells in various parts of Kibaale und PAF worth 41,585,796 by Mirunda Enterprises Co. Ltd</p> <p>Contract date: 24/4/2017</p> <p>Certificate No.1: 14/6/2017</p> <p>Payment date: 17/6/2017</p> <p>Voucher No. PVWK00479</p> <p>2) Deep Borehole Drilling, Casting & Installation of 8 boreholes in various S/Cs worth 139,671,408 by KLR Uganda Ltd.</p> <p>Contract date: 3/2/2017</p> <p>Interim Certificate 8/5/2017</p> <p>Payment date: 19/5/2017</p> <p>Voucher No. PVWK02006</p>
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 	<p>Q1 10/11/2016, Q2 8/02/2017, Q3 2/05/2017 and Q4 8/7/2017 as consolidation dates. HODs signed copies to ministry.</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 	3	<ul style="list-style-type: none"> • Internal Auditor acknowledged receipt of Accountability for 11,772,000 from DWO on 23/1/2013. This was in CAOs letter to all staff dated 9/1/2018 • PAC minute No.47/LGPAC/47/06/2017 two accountabilities of 1,905,000 & 1,725,000 were dropped page 27 of the minute
---	--	--	---	---

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>General Purpose Committee (Education, Health, Water, Works and Technical service) sat 22/5/2017 and discussed the plan and budget estimates 2017/18 under minute 25/GPC/05/2017. Other meetings include; 1/3/2017, 13/12/2016, 3/10/2016 etc.</p>
		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>Discussed and recommended for approval borehole relocation to Igomoro and Kazoba from Marongo, as well as borehole from Kasambya and Kyamukubirwa to Nyarutaba minute 25/GPC/051/2017.</p>

11

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

2

- Information about the Water grant was displayed; ditto list of projects to be implemented in FY 2017/18
- Notices are duly stamped

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

2

- Projects assessed during fieldwork have location details (including village/parish/sub-county), financial year of construction, contractor and funding source. For the sampled WSS projects, labelling was as follows:
 - o 4-stance lined VIP – Kabasekende Market; FY 2016/17; Contractor: Art Centre Ltd
 - o Borehole #1 – Village: Kikaada; Funder: Poverty Action Fund (PAF); Date: 17.06.2017; Contractor: KLR
 - o Borehole #2 – Village: Kiguju; Funder: PAF; Date: 08.07.2017; Contractor: Sri Baraj
 - o Borehole #3 – Village: Kibingo; DWD No: 52976; FY: 2017/17; Contractor: Sri Baraj

		<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 	2	<ul style="list-style-type: none"> At the time for the assessment, an invitation to bid dated November 24, 2017 was displayed on the notice board with details of procurement schedule, description of items and short-listed firms
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 reviewed the following communities: <ul style="list-style-type: none"> Bujogoro Primary School, October 24, 2017; subject: water source repair Kyebando sub-county, March 3, 2017; subject: allocation of site/village for drilling of deep borehole
		<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"> The DWO maintains records of functionality and management of water source (WSCs) – per county; disaggregated to village level Records reviewed include collection of user fees and utilization of the same, say servicing and minor repairs The records are updated annually Average district functionality stands at 84%
Assessment area: Social and environmental safeguards				

13

The LG Water department has devised strategies for environmental conservation and management

Maximum 4 points for this performance measure

• 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

2

• Environment and Social Screening Forms (reports) for the deep boreholes implemented in FY 2016/17 were assessed

• Mitigation measures included planting Crown grass (paspalum); constructing cut-off drains and soak-away pits for the water sources

• Fencing-off the deep boreholes was also recommended – to be undertaken by beneficiary communities

• Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1

1

• Follow up was made to ascertain whether mitigation measures were implemented, and an environmental monitoring/inspection report dated June 12, 2017 was prepared to that effect

• Field assessment confirmed the recommendations had been addressed – for instance the path to the borehole at Kibingo was cleared, while barbed wire fencing (dangerous to water users) was replaced with timber as recommended

		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<ul style="list-style-type: none"> • Environmental protection is catered for in BOQs, which form part of works contracts for WSS projects • Provision for environmental protection include planting paspalum at water sources, installing cut-off drains and boarded fencing around the water sources
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 	3	<ul style="list-style-type: none"> • Of the WSS facilities assessed via physical visits 3 to 4 members of the 7-person water source committees are women, and they hold key positions including Vice Chairperson and/or Treasurer – as per sector requirements
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 public sanitation facility at Kabasekende Market is sex-separated and is accessible by PWDs • Budget limitation restrict the LG to not more than one new sanitation facility per year