



LGPA 2017/18

Accountability Requirements

Kibuku District

(Vote Code: 605)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

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>No, the final annual performance contract for the FY 2017/2018 was not submitted by 30th June according to the required evidence from MoFPED.</p> <p>According to date on the cover letter (Ref CR/213/5), the Final Performance Contract for Kibuku DLG for the FY 2017/2018 was submitted to MoFPED on 7th July 2017. The contract was signed by the PSST on 26th July 2017 (Refer to Page 1 of the contract)</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>Yes, there is evidence that the Procurement Plan was submitted within the Performance Contract/ Budget for the FY 2017/2018.</p> <p>As per the MoFPED Acknowledgement schedule, which records all annex documents submitted with the Performance contract, the Procurement Plan for the FY 2017/2018 was submitted to Finance. This schedule was received on 7th April 2016 as per the dated stamp from MoFPED on the schedule.</p>	Yes
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>	<p>xxxxxx</p>	<p>No, Kibuku DLG did not submit her annual performance report on 31st July 2017.</p> <p>The Annual performance Report for the period FY 2016/2017 was received by MoFPED on 3rd Aug 2017 as per the MoFPED Acknowledgement receipt serial number 0894</p>	<p>No</p>
<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>No. While the FY 2016/2017 performance report was submitted and included all the four quarters, quarter 4 report was submitted after 15 July.</p> <p>Refer to Quarter 1 Report submitted on 11th Nov 2016 as per the MoFPED Acknowledgement receipt serial number 0072</p> <p>Refer to Quarter 2 Report submitted on 14th Feb 2017 as per the MoFPED Acknowledgement receipt serial number 0333</p> <p>Refer to Quarter 3 Report submitted on 28th April 2017 as per the MoFPED Acknowledgement receipt serial number 0665</p> <p>Refer to Quarter 4 Report submitted on 3rd Aug 2017 as per the MoFPED Acknowledgement receipt serial number 0894</p>	<p>No</p>
<p>Assessment area: Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>XXXXX</p>	<p>The LG had six issue raised by the Internal Auditor General. All the six issues were addressed in the communication to the office of the Internal Auditor general (letter ref. no. CR/251/1) that was received in the Office of the Internal Auditor General on 29th/03/2017</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>XXXXX</p>	<p>The LG received an unqualified audit opinion. This was verified from the District audited financial statement for FY 2016/17 that was obtained at the Office of the Auditor General</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Kibuku District

(Vote Code: 605)

Score 32/100 (32%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	0	<p>No, while the District has a Physical Planning Committee which was set up on 11th May 2016 when the 10 members were appointed it is not functional.</p> <p>For example there is no way to confirm if the building plans were approved within 28 days since the building plan registration does not contain dates when the applications were submitted or approved. For appointments to the committee, refer to official letters written by the CAO on May 11th 2016 (ref CR/156/1) to all the 10 appointed office bearers that are legally supposed to form part of the Committee as per the Physical Planning Act 2010.</p> <p>The committee is missing the surveyor and physical planner in private practise. The Physical planning committee met three times in the FY 2016/2017 as per the minutes shared. The DLG has a building plan registration file.</p>
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	<p>No, there is no evidence that new infrastructures with approved plans were built according with the approved plans.</p> <p>While there is evidence of inspection reports, (Refer to sample report developed by the Physical Planner on 2nd May 2017), these were done at the beginning of the application process to advise the committee on the suitability of the plan.</p> <p>However there are no post plan approval site visits undertaken to track compliance.</p>

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

Yes, there is evidence that the priorities in the AWP for the current FY were based on the outcomes of the budget conference for FY 2017/2018.

Note: The Budget Conference was held on 2nd Dec 2016 as per budget conference report shared. The report included the summary of key issues discussed and agreed upon, annexes of all technical presentations made by each HOD, as well as the program and conference attendance schedule.

For example during the Conference, the Department of Works and Technical services shared planned priorities for the FY 2017/2018 for example installation of 4 lines metal culverts, (Refer Page 1, slide 5) was one of the activities agreed upon. This is aligned to the planned activities as detailed within the Performance Contract under Work Plan for Roads and Engineering (Page 19) where 4 lined metallic culverts were planned for.

Note: The Final Performance Contract FY 2017/2018 was used in this analysis since the AWP was not available for review.

<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	2	<p>Yes there is evidence that indicates that the capital investments in the Approved Annual Work Plan for FY 2017/2018 were derived from the DDP.</p> <p>The AWP for the FY 2017/2018 was not available for review since the copy had been taken by a councillor and had not returned. As such the analysis of the linkage between the planned activities in the current FY was undertaken using the Final Performance Contract and the DDP – although the Performance Contract was very summarised.</p> <p>A review of the tabular annualized work plans for development activities in the FY 2017/2018 AWP from page XXXVII to CIXV which indicates a linkage with the two documents. For example a review the DDP on Page XXXVIII under Admin indicates plans for the maintenance of administrative buildings. This can be traced within the Final Performance Contract for FY 2017/2018 under Admin Work plan on Page 8 where renovation of the administration block was listed in the planned outputs.</p> <p>Also review the DDP on Page CXXVI under Planning indicates plans for purchase of bookshelves. This can be traced within the Final Performance Contract for FY 2017/2018 under Planning Work plan on Page 25 where procurement of bookshelves was listed in the planned outputs.</p> <p>Note: there is evidence that an AWP was developed, discussed and approved as required The AWP and Budget for the FY 2017/2018 for Kibuku DLG was approved by the District Council at a council meeting held 26th May 2017 under MIN 2/05/2017 on Page 12.</p> <p>The five year DDP for Kibuku DLG was also approved by the District Council at a council meeting held 8th April 2015 under MIN KDLG 04/2015 on Page 4.</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. 	0	<p>No, there is no evidence that profiles for investments in the AWP for the FY 2017/2018 have been developed and discussed in the TPC as per the LG Planning Guidelines.</p>

3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	0	<p>No, there is no evidence that a statistical abstract for FY 2016/2017 contains gender disaggregated data since the abstract was not developed in FY 2016/2017</p>
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	<p>Yes there is evidence that the infrastructural projects implemented by Kibuku DLG in FY 2016/2017 were derived from the Annual Work plan for FY 2016/2017.</p> <p>For example refer to the FY 2016/2017 LG Quarterly Performance Report under the Cumulative Department Work plan Performance for Finance (Page 66) where 2 laptops and book shelves were procured. A review of the AWP FY 2016/2017 Intergrated tabular District quarterly plan for Finance (Page 4) indicates that the office furniture and computes were planned for.</p> <p>Also refer to the FY 2016/2017 LG Quarterly Performance Report under the Cumulative Department Work plan Performance for Health (Page 24) where the old theatre at Kibuku HCIV was remodelled into a ward. A review of the AWP FY 2016/2017 Integrated tabular District quarterly plan for Health (Page 9) indicates that the remodelling of the Kibuku HCIV theatre into a ward was planned for.</p> <p>Refer to the FY 2016/2017 LG Quarterly Performance Report under the Cumulative Department Work plan Performance for Education (Page 88) where a teacher's house at Buwgere P/S was constructed. A review of the AWP FY 2016/2017 integrated tabular District quarterly plan for Education (Page 10) indicates that the construction of the Teachers house at Bugwere P/S was planned for.</p> <p>Note: The AWP and Budget for the FY 2016/2017 for Kibuku DLG was approved by the District Council at a council meeting held 12th Feb 2016 under MIN.14/KDLG/DC/02/2016 on Page 19.</p>

		<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	<p>Yes, data indicates that the investment projects implemented in FY 2016/2017 were completed as per the FY work plan.</p> <p>A review of the Highlights of Revenue and Expenditure for the FY 2016/2017 indicates 93% cumulative annual average absorption under the Domestic Development, and Donor Development grant.</p> <p>Refer to pages 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 26 of the 2016/2017 Annual Performance Report.</p>
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 	2	<p>Yes, investment projects in the previous FY were completed within the approved Budget – plus or minus 15%</p> <p>A review of the Annual Performance Report for the FY 2016/2017 under the tabular Highlights of the Revenue and Expenditure of the 11 departments indicates a cumulative absorption rate of 93% which is a cumulative variance of 3% below the budget for total expenditures under Domestic Development Expenditures and Donor Development Expenditures specifically.</p> <p>To review the data used to calculate the percentage of total expenditure in comparison to the approved Budget, look at the tabular highlights of the Revenue and Expenditure of the 11 departments on pages 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 26 of the 2016/2017 Annual Performance Report. .</p>

		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	0	<p>No, the LG has not budgeted and spent at least 80% of the O and M budget on infrastructure.</p> <p>A review of the tabular Cumulative Department Work plan Performance for the FY 2016/2017 indicates that the O and M expenditure for four sampled departmental project activities is at an average of 64.8%.</p> <p>For example refer to Pages 87 – 88 under Education. The budget for Rehabilitation of UPE classrooms was utilized by up to 99.9%.</p> <p>Refer to Page 90, under Education. The Budget for Maintenance Other was utilized by up to 46.5%.</p> <p>Refer to Pages 91 – 92 under Roads And Engineering. The budget for periodic and routine maintenance of Urban roads was utilized by up to 37%.</p> <p>Refer to Page 91 under Roads and Engineering. Budget for periodic and routine maintenance of LG Roads was utilized by up to 81.5%.</p> <p>Refer to Page 103, under Planning. The Budget for Maintenance Machinery, Equipment and Furniture was utilized by up to 59.3%.</p>
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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	<p>The annual performance reports for FY 2016/17 for (5) heads of departments including DNRO, D/Production officer, CFO, Acting DHO, and DCDO were on file and signed by D/CAO. It was noted that the DEO and Acting district planner were last appraised during FY 2015/16 on 16/11/16 and 29/7/16 respectively.</p>
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		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>There are (10) heads of departments (HoDs) as per the approved structure dated 10/8/17. Out of the (10) positions of HoDs, only (5) positions of CFO, DEO, DCDO, D/Production Officer and DNRO are substantively filled. Two positions are filled with staff in acting capacity including DHO and D/planner while the positions of D/Engineer and D/Commercial Officer are still vacant and have no staff appointed in acting capacity. The D/CAO was recently transferred to Gulu DLG.</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 	0	<p>In FY2016/17, a total of (53) posts were submitted to DSC for filling by the CAO as per the (3) submission lists dated 24/11/16, 21/3/17 and 11/5/17. Out of the (53) posts, only (18) posts were considered by the DSC in FY 2016/17 as per the minute extracts of Kibuku DSC meeting held on 7/2/17 under Min.9/2017; and Kibuku DSC meeting held on 25/1/17 under Min.13.1-4/2017. It was noted that (24) posts were considered in the current FY (2017/18) as per the DSC minute extracts of 24/7/17, 11/8/17, 8/9/17 and 12/9/17 respectively</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>In FY 2016/17, the CAO submitted (71) files for confirmation of staff in appointment as per the (20) submission lists dated between 15/7/16 and 14/6/17. More than (71) staff submitted for confirmation were considered (82) as per Kibuku DSC minutes of extracts dated a) 30/6/17 (Min.54.1-16/2017); b) 10/1/17 (Min.5.1-21/17); and c) 27/10/16 (Min.22.1-45/2016. It was noted that submission lists for (11) staff were not on file and this was partly attributed too poor record keeping</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	0	<p>In FY 2016/17, the CAO submitted (1) case of disciplinary action to DSC as per the letter dated 25/4/17. However, the case was considered in this current FY (2017/18) as per the minute extract of Kibuku DSC meeting held on 12/9/17 under Min.88/2017.</p>

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	<p>From, Kibuku District list of (26) new employees recruited in FY 2016/17, it was found that (12) were appointed on probation and (14) on promotion & transfer in service. #10 out (12) new staff recruited on probation did not access the salary payroll within (2) months after appointment. For example: a) #4 (IPPS nos.1005469, 1005435, 1005447, & 1005393) staff appointed on 25/1/17 accessed the salary payroll in May 2017 b) #5 (IPPS no.1011173,1013683, 1013661,1012369, 1012312) staff appointed on 31/5/17 accessed the payroll in September, October, November,& December 2017 Only 17% (2) staff accessed the salary payroll within 2 months after appointment.</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>From, Kibuku District Retirees' list for FY 2016/17, it was found that all the (7) LG staff who retired in FY 2016/17, did not access the pension payroll within (2) months after retirement. Examples: a) #2 staff who retired on 1/1/17 (IPPS no. 730832 &413657) accessed the pension payroll in July & September 2017 respectively; and b) #5 pensioners (IPPS nos.414941, 819014, 365081, 818881, and 415030) have not yet accessed the pension payroll.</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> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points • If the increase is from 5 -10% : score 2 point • If the increase is less than 5% : score 0 points. 	0	<p>The local revenue collection of the District reduced by 3% from UGX 74,582,320/= that was collected in FY 2015/16 to UGX 72,115,890/= that was collected in 2016/17.</p> <p>The reason given for the meagre collections was that:</p> <ul style="list-style-type: none"> o The District has limited local revenue sources ; no markets, landing sites and taxi park challenges o Money from tenders keep fluctuating

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. 	2	<p>From the review of Final accounts, it was found out that the District budgeted to collect UGX 72,115,890/= and actually collected the same figure UGX 72,115,890/= hence posting a budget collection ration of 0</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>The local revenue source that the LG collects on behalf of the LLG in 2016/17 was Local Service Tax (LST)</p> <p>In 2016/17 LST of UGX 53,335,650/= was collected and of this UGX 16,450,001/= was remitted to the LLG. This was only 31% of the collection as opposed to the 65% thus the LG does not score on this parameter.</p> <p>The reason given was the LST is supposed to be remitted to places where the tax payer stays which may not necessarily be one of the LLGs of the District</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	<p>In 2016/17 the Council expenditures on allowances totalled to UGX 26,750,000/= which was 36% of the total local revenue collections of the previous financial year.</p> <p>Additionally the Council spent UGX 55,800,000/= on Councillor's monthly emoluments.</p> <p>It was found out that the Council used part of the unconditional grant to top up on the local revenue since the unconditional grant (G.Tax compensation component) is considered as a local revenue source.</p> <p>The LG did not score on this indicator since it spent more than 20% of the actual local revenue that it collected in 2015/16</p>

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>Kibuku DLG only had a Senior Procurement Officer appointed on promotion substantively under Min. No. 46/2017 dated 31st May 2017 signed by Opolot Philip Gonzaga.</p> <p>Therefore at the time of this assessment the LG did not have a substantive Procurement Officer. The replacement had not yet been effected.</p>
		<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>Yes, Kibuku DLG had evidence that the Technical Evaluation Committee (TEC) produced and submitted reports to the District contracts committee (DCC). Evidence is based on Minutes of Kibuku DCC held on 28h December 2016 where the DCC received and considered the TEC reports and approved them with no deviations evidence can be found in:-</p> <ul style="list-style-type: none"> KIBU 605/WRKS/2016-17/00017 Construction of a two classroom block at Kalampete Pr. School phase III. Which was discussed and awarded to Kaso Investments Ltd under Min.37(xii)/12/DCC7/2016/17 KIBU605/WRKS/2016-17/00001 construction of a 2- Classroom block at Nabiswa Pr. School under DDEG was awarded under minute No.10/08/DCC2/2016/17 at the DCC meeting of 18TH August 2016. KIBU 605/WRKS/2016-17/0002 Construction of a 2-Classroom Block at Kenkebu Pr. School under DDEG was evaluated and submitted at the DCC of 18th August 2016 under Min.10/08/dcc2/2016/17 KIBU 605/WRKS/16-17/00018 Rehabilitation of 10 deep bore holes Lot A submitted to DCC of 28th December 2016 under Min No. 37(xiii)/12/DCC7/2016/17 KIBU 605 /SVCS/16-17/0001 Site drilling casting and Installation of 15 Boreholes lot B was submitted for discussion under Min. 10/08/DCC2/2016/17 (V) <p>There was full evidence of TEC reports being submitted to DCC and minutes duly signed.</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>Yes, Kibuku DLG had evidence that the contracts committee considered recommendations of the TEC there was found no deviation as sampled from:</p> <ul style="list-style-type: none"> • KIBU 605/SUPPLS/2016-17/00077\ Supply of 60, 3- seater desks under DDEG to Bulangira Sub county. The contracts committee decision form was not in use in this LG but the Best Evaluated Bid Notice of 19th December 2016 included the same decision • KIBU 605/WRKS/16-17/00013 Construction of a 5 stance lined Pit Latrine at Nabuli P/S was recommended by TEC on 5/12/2016 and the Best Evaluated Bid Notice of 19/12/2016. • KIBU 605/WRKS/16-17/00010 Rehabilitation of Bulangira HCIII General ward on 5/12/2016 and the Best Evaluated Bid Notice of 19/12/2016. <p>All the three including the samples above had no deviations from the TEC recommendations.</p>
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>			<p>a) Kibuku DLG had evidence that the Procurement and disposal plan for FY 17/18 submitted to MoFPED and PPDA on 3/10/2017 after signature for CAO by Opolot Philip Gonzaga . A copy of the Annual Work Plan (AWP) and Budget was not availed but the district planner provided the assessor with a a copy of the DDEG AWP and Budget signed by Accounting Officer on 25/9/2017 and submitted to OPM on 27/9/2017it is believed it is a sub set of the AWP and Budget 2017/18.</p> <p>Health Sector had construction of medical store(on page 38 of AWP and budget outputs), remodelling of old theatre, construction of a general ward at Tirinyi HCIII, Pg 24 of 32 in the proc plan , connecting to solar in Kadama OPD, which projects were covered on page 5 of 32 of the procurement plan 17/18 except the solar connection at Kadama OPD .</p> <p>Work sector had mechanised maintenance of Kadama –Kibuku –Buseta road (16.5km) under DDEG but was not explicit on page 9 of 32 in the Procurement plan in other words it was not captured .in the actual AWP and</p>

• 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

budget the roads tend to be aggregated and not so easy to track save for the LLG roads.

Education had a contribution to the double cabin under DDEG] appears in the AWP and Budget on page 10 of 32 however it does not appear in the complete AWP and Budget for the district. (Under education nor under planning unit.) yet it is a big investment.

Construction of a 5 stance pit latrine at Madiri P/S appears in DDEG work plan but not in AWP and Budget nor in the procurement plan

while a 5 stance pit latrine at Nabiswa appears in procurement plan under DDEG as under Transfers to LLG on page 94 of the Kibuku AWP and budget.

b)Kibuku DLG had 4 progressive reports signed by CAOs office and submitted to PPDA on 17/10/2016 , 25/1/2017, 2/6/2017 and 3/10/2017 respectively.

In the physical progress report were procurement of works 0001 to 00015 and 00017 to 00024

Desks as 00076 to 00078 majority of the projects were evident in the Procurement plan on various pages. However the rehabilitation of boreholes was 10 boreholes in physical progress and 12 boreholes in the procurement plan,

The desks to Kadama s/c were 106 in physical progress visa v 140 in the procurement plan

The supply of 60 3-seater desks reported in Bulangira S/c under DDEG did not appear in the procurement plan. The LG did not totally adhere to the procurement plan in the previous FY.

In summary the DLG of Kibuku had some projects not fully aligned in both documents as compared in a and b.

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure

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

0

At the time of assessment there were 5 projects that were on going as further evidenced by the advert of 19th July 2017 in the Daily Monitor. The bid closing date was 11th August 2017.

The selectively procured works projects were for a deadline of 12/January /2018. The advert contained 5 categories of projects for pre-qualification for works.

The selectively procured procurements were not in place by August 30 2017, therefore not 80% bid documents for all investment/Infrastructure projects were prepared .

<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>Yes, there was evidence of a contract register FY2016/17 but was not updated</p> <p>The 27 action files presumed complete had no contract manager assignment letters on file. The Officer later on presented some under SFG education and water sector . The action files lacked the Contract committee decision Forms as stipulated by PPDA guidelines hence the reference to best evaluated bid.</p> <p>Much as completion reports were evident on water projects there was no completion certificate evidence was for interim and final certificates. The contract manager appointments were kept with the payment vouchers in a separate file.</p> <p>Other works projects also lacked certification and technical supervision were;</p> <ul style="list-style-type: none"> • Construction of a 2 stance Lined Pit Latrine at Kadama HC III Kadama s/c. • Construction of a 2 stance Lined Pit Latrine at KadamaHC III Kyakonye Islamic in Kibuku S/c. • Construction of a 2 classroom Block Phase III at Goli – Goli P/S in Kagumu s/c. • Fencing of Nabuli Health Centre HC III in Kagume s/c and • Supply of 64 3-seater in Tirinyi sub county under DDEG.
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- For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.

2

Yes, the local government had evidence that no procurement was out of threshold range. This was from the physical progress and quarterly reports presented.

The Adverts for 2016/17 provided for category A -WORKS.

Projects sampled included:

- KIBU/605/WRKS/16-17 /00008 rehabilitation of a classroom block at Buseta under DDEG was selective at 39,940,262/=
- KIBU/605/SUPLS/16-17 /00079 Supply of assorted medical equipment to Buseta HC III at 18,975,000 was selectively procured.
- KIBU/605/WRKS/16-17 /00003 Construction of a General Ward at Kasasira HCIII Phase II at 52,083,223 was unde Open domestic bidding
- KIBU/605/WRKS/16-17 /00005 Siting ,Drilling ,Casting and Installation of 15 Boreholes at 357,009,000/= was open domestic
- KIBU/605/WRKS/16-17 /00018 Rehabilitation of 10 deep boreholes Lot A under DWSCG at 40,284,728 was under selective bidding .

It was also evident from the adverts that they had categories that ensured threshold guidelines.

15

The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

- 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

Yes, there was evidence that most projects implemented were certified – Interim and Final payment certificates based on technical supervision. The assessor notes that most files certificates were signed by only the Ag. Asst Eng. Officer Mbulamuko Kenneth who was the technical as well as the Certifying Officer. Progress reports were attached for water and education projects by the same officer. It was only remodelling of the Old Theatre at Kibuku HC IV that was checked by Head of Works and the Head of user department

The few works projects that lacked certification and technical supervision were;

- Construction of a 2 stance Lined Pit Latrine at Kadama HC III Kadama s/c.
- Construction of a 2 stance Lined Pit Latrine at Kadama HC III Kyakonye Islamic in Kibuku S/c.
- Construction of a 2 classroom Block Phase III at Goli – Goli P/S in Kagumu s/c.
- Fencing of Nabuli Health Centre HC III in Kagume s/c
- Supply of 64 3-seater in Tirinyi sub county under DDEG.

It was therefore concluded that not all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision

		<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 evidence was available to show that all works projects for FY 17/18 were clearly labelled indicating names, value, source of funds and duration samples for FY 17/18 were;</p> <ul style="list-style-type: none"> Procurement of A double Cabin for Education Department not labelled Construction of District Medical Stores at Headquarters (Latitude- 1.0461; Longitude -33.8053; Altitude -1232.7 Ft) Construction of a General Ward at Tirinyi HC III in Tirinyi s/c was at foundation level with no signage at all. (Latitude- 1.0064.; Longitude -33.775; Altitude -1068.1 ft) The water projects had no sign posts other than the usual DWD nomenclatures the samples are at Minyani Village , Nalubembe Parish of Kibuku sub county and at Dembe B village in Kajoko parish of Nabiswa sub county.
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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>From the review of cash books it was found out that the LG made bank reconciliation and these reconciliations were up-to date (reconciled up-to 31st January 2018)</p>
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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>From the review of all the projects that were implemented in 2016/17, it was found out that the LG paid suppliers promptly (no overdue bills by over two months)</p> <p>However the LG does not score on this parameter because of the following contract that remained outstanding for over two months:</p> <ul style="list-style-type: none"> o Contract to Mastak Investment for rehabilitation of the boreholes; an invoice was raised on 27th/06/16, certified on 28th/06/16 and paid on 9th/11/2016. The reason for this was that there were no funds to pay at the time as it was brought in 3 days to the end on the financial year. o There was also another contract to Mastak Investment for rehabilitation of 12 boreholes; an invoice was raised on 30th/11/2016, certified on 03rd/5/2017 and paid on 8th/5/2017. The reason given for the delay in payment of this particular contract was because 2 of the 12 boreholes worked on had defects thus the payment was suspended until when the defect were rectified.
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The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

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

0

The LG does not have a Substantive Principal Internal Auditor (as per the LG) structure. The acting head of department is an internal auditor by the names of Kayenda John appointed as an internal auditor on 1st July 2010 under minute No. 75/2010 (b). He was later appointed by the LG as an acting District Internal Auditor on 12th/June/2012 Minute No. 67/2012 (xviii)

The audit department has been able to produce all the four quarterly internal audit reports on the following dates:

- o Q1 on 15th/10/16
- o Q2 on 13th/01/17
- o Q3 on 12th/04/17
- o Q4 on 13th/07/17

Though the reports have been produced, the LG does not score points on this indicator for lack of a Substantive Head of Department.

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

0

No evidence seen of communication from the accounting officer to the Council and LG PAC on the Status of implementation of internal audit findings of 2016/17.

		<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>All the four 2016/17 internal audit reports were submitted to the LG accounting Officer and LG PAC on the following dates:</p> <ul style="list-style-type: none"> o Q1 submitted on 19th/10/2016 o Q2 submitted on 13th/01/2017 o Q3 submitted on 13th/04/2017 o Q4 submitted on 14th/07/2017 <p>These reports have not been reviewed by LG PAC. The reason given was that for close to a year the district operated without a LG PAC because the term of the previous LG PAC had expired and it took a while to appoint and approve a new LG PAC hence the LG does not attain a score on this indicator.</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	<p>The LG has in place an assets register that has been updated until 12th February 2018 (when the last asset was included)</p> <p>However the LG does not attain a score because the register does not include all the required details for some of the assets. The missing details include; the assets value, date of acquisition, repairs etc</p> <p>The LG staff however reported that often times they receive equipment from the Central Government and are not given the values of these equipment hence leading to the missing information.</p> <p>The existing register also did not include any details of land owned by the LG.</p>

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>The LG received an unqualified audit opinion this was evidenced from the review of the District audited annual final accounts for 2016/17 that was obtained at the OAG</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>Yes. The council meets and discusses service delivery issues including the DTPC reports, performance, and monitoring reports.</p> <p>For example the District Council held a meeting on 1st Nov 2-16 met and discussed the quarter 1 report for the FY 2016/2017 with submissions from all departments. Refer to MIN.NO 29/KDLG/DC/11/2016 pages 4 – 1 where the key performance outcomes, challenges and allocation releases were discussed.</p> <p>LG PAC did not sit in FY 2016/2017 as such there was no report to be discussed, by council.</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>	0	<p>There is no evidence that the district has a designated team that has been formally assigned to respond to grievances, feedback from the citizens on the budget desk.</p>

23	The LG shares information with citizens (Transparency)	Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2	0	No, the LG Payroll and Pensioner Schedules were not posted on any visible public notice board
	Total maximum 4 points on this Performance Measure	• Evidence that the procurement plan and awarded contracts and amounts are published: score 1	1	The Procurement and Contracts notice board had the necessary awarded contracts and amounts displayed
		• 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	No, there is no evidence to show that the district performance results and budget implications are shared and published since the LG assessment was not conducted in the previous year.
24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1	0	No, there is no evidence to show that the district performance results and budget implications are shared and published.
	Maximum 2 points on this performance measure	• Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1.	0	No, there is evidence to show that the district performance, and status of activity implementation was shared and published
Assessment area: Social and environmental safeguards				

25

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.

2

Yes, the LG through the Gender Focal Person (GFP) provided guidance and support to sector departments as evidenced by a set of DTPC minutes dated 20th September 2016, attended by 18 staff for heads of department under Min 03/09/2016 the importance of gender analysis and understanding of cultural and biological gender differences were discussed.

There was also an internal Memo to All heads of department dated 20th September 2016 signed by the GFP Kaidu Ketty.

• 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

The LG had evidence that the GFP had planned activities for FY 17/18 to strengthen women's roles. The work plan and budget for FY 17/18 has under Programme 9.0 contained

9.1.4.4 celebration of women's day

9.1.4.5 skills development for women

9.1.4.6 support to women enterprises

9.1.4.2 quarterly women council meetings

9.1.4.3 Monitoring women activities

In the AWP and budget the work plan was on pages 81 and 82.

From OBT summary of 2016/17 quarter 4 Local Government performance report on pages 100 to 102 ;

Output of social Rehabilitation services performance was 76.6%

Output of Community Development performance was 97.3%

Output of Functional Adult Literacy performance was 136.9%

Output of support to youth councils performance was 433.0%

Output of support to the disabled and elderly was 116.7%

Output of representation to women's councils was 95.8%

The assessor notes that during FY 2016/17 there was no output for gender mainstreaming per se however Kibuku DLG average implementation performance was 159.4% this was because the YLP funds were initially not included in the plan yet all releases were released and in a timely manner. It is assumed that gender mainstreaming was catered for under all community development activities.

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

Maximum 6 points on this performance measure

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

Yes, Kibuku DLG has evidence of a lean functional system and staff for environmental and social impact assessment and land acquisition. The LG has a DNRO, Environment Officer, Forestry Officer, a ranger and a physical Planner as staff.

The Senior Environment Officer had evidence of screening reports carried out for activities, projects, plans and mitigation measures reports conducted as below;

- Activity report on social and environmental screening on proposed Kibuku town council roads dated 2/11/2016
- On 25/10/2017 ESMP on sub county roads under DDEG and URF using force on account implementation.
- 23/8/2016 was a report on mitigation for a 5-stance latrine at Kavule Pr. Sch. After completion
- 15/5/2017 bore hole construction screening at Kujji, Kirika, Kabusule, Bugede and Buyelya was effected.
- 24/10 2016 was Environment and Social screening report for Boreholes
- 19/5/2017 was Environment and Social screening report for 2- stance latrine at Kadama HC II
- 10/1/2018 screening of District medical store but the assessor noted that it was incomplete give the location.
- 13/12/2017 was screening of 19 boreholes for 2017/18 as well as sub county roads and toilets in health and education sectors.

The reports lacked acknowledgments by recipients who are meant to plan and budget for the mitigation reduction.

There was no evidence of mitigation measures being planned and budgeted for under the AWP and Budget 2017/18 nor in

DDEG. The assessor did not find this aspect under the sector work plans and budgets of the AWP and Budget of 2017/18 availed.

<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, the LG had no deliberate and explicit evidence that they integrate environment and social management plans in the contract bid documents provisions but the BOQs include a small section the sampled action files for evidence were</p> <ul style="list-style-type: none"> • KIBU 605/WRKS/2016-17/0009 Rehabilitation of office premises at the District headquarters .they included in the BoQs safety nets under electric installations. • KIBU 605/WRKS/16-17/00015 construction of 2 classroom block at Goli –Goli phase III provided for project screening and mitigation under BoQs at 200,000/=. • 5 Stance Latrine at Nandere Pr. Sch. KIBU 605/WRKS/2016-17/00011 in BoQs provided for hand wash, soak Pit and urinal. • Rehabilitation of a General ward at Bulangira HC III in Bulangira S/c KIBU 605/WRKS/2016-17/00010 the BoQs included lightening arrestors and electrical installation only. <p>In summary the DLG lacked deliberate integration of environmental and social management plans in the contract bid documents much as the BoQs attempted it was holistic in all the samples.</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>There was no evidence was availed that all projects are implemented on land where the LG has proof of ownership in the education, administration, health, sectors. The water sector had land agreements for the bore holes installed for the current FY 17/18.</p>

		<ul style="list-style-type: none">• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2	0	<p>No, evidence was presented by Kibuku LG that all completed projects had ESM certification signed by the Environment Officer; However the Environment Officer had some reports for the roads under DDEG and SFG latrine at Kavule</p> <p>The report was concluded like a certificate though it was called a report. Secondly there was no evidence for all completed projects having been certified by the environment Officer.</p>
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LGPA 2017/18

Educational Performance Measures

Kibuku District

(Vote Code: 605)

Score 45/100 (45%)

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	<p>There is evidence for budgeting in FY 2017/2018 with a wage bill of 5,961,165,000 catering for 45 Primary Schools submitted to MoFPED by CAO and signed by PS – MoFPED on 26/6/2017</p> <p>Teachers budgeted for are 998 inclusive of Head Teachers. Budget in place for 1 head teacher & minimum of 7 teachers per school.</p>
		<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 	0	<p>No, In FY 2017/2018 there are 30 Substantive Head teachers out of 45 Head Teachers required as per Staff list signed on 1/2/2017 by DEO, and 925 Teachers deployed as per the status report submitted by CAO to PS – MoES, Report received by MoES on 10th May 2017</p>

<p>2</p>	<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>	<p>• 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</p>	<p>3</p>	<p>It's clear that out of the 998 teacher's with wage bill provision as per the performance contract, the district has 925 teachers in place Inclusive of Head Teachers as per CAO's Submission to MoES on 29th April 2017.</p> <p>Minute Extract on 24th August 2017 by DSC shows an addition of staff of 44 Teachers newly recruited and posted on September 2017. Which brings the gap to 29.</p> <p>$(925 + 44) / 998 = 97.09\%$</p> <p>This gives 97.09 % staffing level</p>
<p>3</p>	<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>	<p>• 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</p>	<p>6</p>	<p>The LG structure provides for 2 Inspectors as per PS- Public service on 10/8/2017 to CAO Kibuku</p> <p>There is 1 substantive inspector of schools in the Department appointed on 31st May 2017 by CAO with the minute below.</p> <p>1. Min 46/2017</p> <p>There is evidence for advertising to recruit and fill the 2nd post for Inspector of schools advertised on 21/11/2017 in the Daily Monitor with ref no. KBK/DSC/31/2017</p>

4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	0	<p>There is Recruitment request to CAO on 24/7/2017 for recruitment on replacement basis for 44 Teachers and 1 inspector of schools as submitted by DEO</p> <p>. However the recruitment plan did not address the entire gap to zero (0) for Teachers and there was no justification provided for this.</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	<p>There is a recruitment submission to CAO for recruitment of 1 Inspector of Schools on 24/7/2017 as submitted by th DEO.</p>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>One out of the (2) positions of inspectors of schools is substantively filled as per the approved education department structure dated 10/8/17. The senior inspector of schools (Nabirye Leticia-appointed under DSC Min.46/2017) was appraised for FY 2016/17 on 10/7/17 by PHRO</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>	0	<p>The review of performance appraisal files for the (38) primary head teachers revealed that: a) The annual performance reports for 13 (34%) out of 38 primary head teachers for calendar year 2016 were on file and b) There was no evidence of annual performance reports for (25) HTs for calendar year 2016</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

0

All guidelines, Policies and circulars were received by the Education department however there is only evidence of a few which were disseminated to schools in FY 2016/2017

Those captured evident to have been communicated include

1. Minutes of DEO meeting with Head Teacher on 1/6/2017 capturing communication about NIRA registration for all pupils with ages from 5- 16 years old on page 5 of the minutes.

There was no other evidence to clearly show the communication of all the Policies to schools.

• 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

0

There were meetings held by the education department together with Head Teachers discussing policies held on 2/2/2018 and 1/6/2017 respectively. However there was no evidence clearly showing the details disseminating Policies especially one on school feeding

7

The LG Education Department has effectively inspected all private and public primary schools

Maximum 12 for this performance measure

• 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.

6

Yes, all the 4 quarterly (summarised in Termly inspection reports) reports are available as submitted to CAO as forwarded by the DEO

Below is the summary of the reports

Q1 – 45 government schools inspected and no private schools was inspected. Report was prepared on 5/7/2016

Q2 – 43 Government schools inspected and 32 Private schools were Inspected which were on the EMIS database, but 65 private schools were inspected. Report was prepared on 20/11/2016

Q3 – No government school was inspected and 48 Private schools of the 83 private schools inspected. However the report also had secondary schools inspected but were not considered for this assessment. Report was prepared and submitted on 6/5/2017

Q4 – 44 government schools inspected and no Private schools was inspected. Report was prepared and submitted on 22/7/2017

Total number of Inspections of government schools inspected was 132, and 80 for private schools in total.

There are 45 government schools and 52 Private schools as evident from the EMIS report.

$132/135 + 80/156 = 212/291 = 72.85\%$

Inspection rate in Kibuku LG is at 72.85%

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

0

Departmental Minutes were evident at the department on file as held on 15/9/2016, 31/01/2018 and 3/01/2017.

However in all the minutes, there is no detail about discussion of inspection reports. There is discussion about school issues and roles of members in the department but no details attached to all the Inspection Reports

- 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

There was submission of Reports to DES, Eastern Region on 9th August 2017 as submitted by CAO for FY 2016/2017

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

0

There was no evidence for follow up on the inspection recommendations

The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES

Maximum 10 for this performance measure

• 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

The EMIS report has 47 government schools while on ground there are 45 Schools. The DEO informed the assessment team that the 2 schools are community schools which were submitted to MoES on 9/11/2012 by CAO to be taken over and grant aiding. However this has not yet been addressed by MoES. This letter was received Elizabeth Mutumba on 13/11/2012

The LG education department submitted accurate and consistent data of the List of schools

Sampled schools included

1. Kibuku P/S
2. Bumiza P/S
3. Kobolwa P/S
4. Dodoi P/S
5. Moru P/S

		Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5	0	<p>Sampled school's enrolment data from the EMIS report doesn't tally with OBT as shown below.</p> <ol style="list-style-type: none"> 1. Kakunyumunyu P/S has 936 on EMIS database while OBT has 931 pupils 2. Nankodo Islamic P/S has 1,050 on EMIS database while OBT 965 pupils 3. Moru P/S has 1090 on EMIS report while OBT report has 1091 Pupils 4. Nanoko P/S has 1,299 on EMIS report while OBT report has 1,312 Pupils 5. Tirinyi P/S has 1,139 on EMIS report while OBT report has 1,127 pupils <p>The above data reflects that the EMIS data doesn't tally with the OBT data</p>
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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>Yes, there is evidence that the Standing Committee on Education and Health met and discussed service delivery issues like sector performance.</p> <p>The Quarter 3 Health and Education Committee meeting report reviewed was developed and presented by the Committee Chairperson Hon. Mukono Charles.</p> <p>It contained Education issues like school feeding, school pregnancies and teacher absenteeism.</p>
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• Evidence that the education sector committee has presented issues that requires approval to Council: score 2

2

Yes. The sector committee presented issues that require approval from council. Refer to District Council meeting held 28th June 2017 where the quarter 3 reports developed by each standing committee were discussed.

Education was discussed on pages 6 and 7 of the minute for example high school pregnancies, school feeding, and how to resolve them.

This submission was extracted out of a standing committee meeting report presented by Hon Mukono Charles for the Quarter 3 Health and Education Committee.

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	0	<p>43 Schools have submitted their SMC files with reports to the DEO's office.</p> <p>The following schools were sampled as listed below</p> <ol style="list-style-type: none"> 1. Bugiri P/S had minutes of only one meeting held on 20/6/2016 but the minutes were not signed. 2. Kirikka P/S had minutes as held on 20/2/2017, 27/02/2017, 27/ 6/2016. They had all the 3 mandatory meetings. 3. Mikombe P/S had no minutes in the file. 4. Kataka P/S had one meeting on 23/2/2017, 20/2/2017, 14/10/2016. All the 3 mandatory meetings were held 5. Kadama P/S had minutes on 20/2/2017, 25/2/2017 minutes were not signed. <p>It's is only 2 schools out of the 5 schools which had complied to have had 3 Mandatory sitting in a year.</p> <p>$2/5 = 40\%$</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	3	<p>There was evidence of publicising of non-wage recurrent grants on the District public notice board as issued by the CFO.</p> <p>Some Displays were also evident in the Education Department.</p>

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	<p>Sector Annual work plan was in place and signed by DEO on 8/09/2016</p> <p>Procurement plan was in place as submitted by CAO to MoFPED and PPDA on 27/04/2016. MoFPED and PPDA received document on 28/4/2016</p> <p>Procurement request for rehabilitation of classroom block at Buseta P/S was evident. It was authorized by DEO on 25/4/2016 but there is no evidence whether it reached PDU</p> <p>Procurement requests for construction of Teachers houses at Bugwere P/S (4 in one) 2 stances of Toilets, 2 bathrooms. They were authorized by DEO on 25/4/2016 but there is no evidence when they reached PDU.</p> <p>Procurement request for Rehabilitation of classrrom block at Kadama P/S was authorized by DEO and there is no evidence when it reached PDU.</p> <p>Hence the identified Procurement requests have no evidence as of when they reached PDU.</p>
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>From the review of five projects undertaken by the department in 2016/17 it was found out that the HoD approved payments for suppliers on time for example:</p> <ul style="list-style-type: none"> o Contract to Semlik International for rehabilitation of 5 classroom block at Kadama PS; an invoice was raised on 17th/05/2017 and the HoD approved on 12th/6/2017 o Contract to Ligaton International for emptying of 10 lined piut latrines in 10 PS; an invoice was raised on 10th/04/2017 and the HoD approved on 12th/04/2017 o Contract to sensele General Contractors for rehabilitation of 2 classroom blocks at Buseta PS; an invoice was raised on 2nd/06/17 and the HoD approved on 7th/6/2017
Assessment area: Financial management and reporting				
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>No, there is no evidence that the Department of Education submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation</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>In the 3rd quarter an audit of schools was done and a number of issues were identified and recommendations made for example it was recommended that the education department should regularly supervise secondary schools.</p> <p>The assessment team was not been able to find evidence of the response from the department to the internal audit unit on the status of implementation of the audit recommendations.</p>
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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 	0	<p>There was no evidence of issuing of guidelines about SWT and SMT on how to handle and give guidance to girls and boys about hygiene, reproductive health and life skills</p>
		<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 	0	<p>There was no evidence available that the LG education department has issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools</p>

		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>The sampled schools reflect to have met the gender composition guidelines. Below are the schools</p> <ol style="list-style-type: none"> 1. Kibuku P/S 2. Bumiza P/S 3. Kobolwa P/S 4. Kadama P/S 5. Mikombe P/S
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	3	<p>Yes, there is a report shared with DEO about monitoring of school demonstration tree gardens in selected school. It gave a status of each school on the tree garden. It was submitted on 4/12/2016 by the District Forest officer.</p> <p>This was after a sensitisation done by both the Education Department but initiated by the Natural resource department specifically for schools.</p> <p>Trees given to the schools were evident at the schools visited.</p>



LGPA 2017/18

Health Performance Measures

Kibuku District

(Vote Code: 605)

Score 22/100 (22%)

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</p> <ul style="list-style-type: none"> • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0 	0	<p>There was a request to Public service dated 3rd March 2017, submitted on 6th Mar 2017 and there were 11 health department positions. On 1st Oct 2017 public service responded and informed district the projected savings was 64.765, 020/= and district should identify critical positions for recruitment. Clearance was provided to district responding to submission of DHO, ADHO and Senior Environment Health Officer in a letter dated 6th November 2017, as positions to be recruited. An advertisement dated 21st Nov in the Daily Monitor included these positions and three other positions for replacement.</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:</p> <p>score 4</p>	0	<p>There was no recruitment plan request to HR for the current year. However, with support from IntraHealth the district developed a comprehensive recruitment plan for three years. The extraction of the year plan from the comprehensive 3-year plan was not done. But the request to Public service dated 3rd March 2017 and submitted on 6th Mar 2017 had 11 positions.</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	8	<p>The health facility in-charge (Dr. Bumba Ahmed-Senior Medical Officer) for Kibuku HC IV was posted as in-charge on 7/2/13 by CAO. The annual performance report for FY 2016/17 was on file and signed by the D/CAO on 31/7/17.</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 	0	<p>Deployment has not taken place for the three positions' process for recruitment of DHO, ADHO and Senior Environment Health Officer stalled because the public service commission was missing one member. An advertisement dated 21st Nov 2017 in the Daily Monitor included these positions and three other positions for replacement.</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>			<p>There is no evidence the DHOs office communicated all guidelines, policies and circulars issued. Below is a description of the findings.</p> <p>The following policies and guidelines were found at the DHOs office. Mass distribution of long lasting Insecticide Treated Nets to Achieve Universal Coverage in Uganda : Detailed Implementation Guidelines for Universal Coverage Campaign 2016/17, Consolidated Guidelines for Prevention and Treatment of HIV in Uganda 2016, Uganda Public Health Service Protocols 2016, Monitoring and Evolution Plan of Uganda Malaria Reduction Strategic Plan 2014-2020, Achieving Equity in Immunisation Coverage by Reaching Every Community 2017, The Immunisation Act 2016, National Communication Plan for HIV Testing Services 2016, Implementation Guide for the National Strategy for Integration of Sexual and Reproductive Health and Rights and HIV/AIDS 2017-2021, Uganda Family Planning Costed Implementation Plan 2015-2020, A Guide for Reaching Every District and Reaching Every Child in Uganda , Uganda National Expanded Programme on Immunisation 2017, Tetanus Toxoid Vaccination Guidelines for the Safe Male Circumcision Program in Uganda 2016, Health Sector Quality Improvement Framework and Strategic Plan 2015/16-2019/20, The National Plan for the Roll Out of the 2016 Consolidated Guidelines for Prevention and Treatment of HIV IN Uganda 2016, National Policy on Public Private Partnership in Health, Implementation</p>
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• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3

0

Guidelines for the Private not For Profit Health Providers 2016, Consolidated Guidelines for Prevention and Treatment of HIV IN Uganda 2016, Sector Grant and Budget Guidelines 2017/81, Guidelines to the Local Government Planning Process, Health Sector Supplement 2016, Strategy for Improving Health Service Delivery 2016-2021,

The following circulars were available on file: Dated 29th May 2017 USAID/Uganda Baseline Assessment for Malaria Action Program for Districts MAPD Project, 24th November 2016, Adaptation and Roll Out of New Consolidated Guidelines for HIV Prevention and Treatment in Uganda, 1st Sept 2016 Deployment of Retired /Private midwives to Mentor Health Workers on Family Planning in UNFPA Districts

At Tirinyi HCIII and Kasasira HCIII there were no policies and circulars. Lwatama HCII there were A guide for Reaching Every District and Reaching Every Child 2017, Integrating Nutrition Assessment Counselling and Support into Health Service Delivery, there were no circulars on file,

Buseta HCIII: Consolidated Guidelines on Prevention and Treatment of HIV and AIDS 2016. A Guide for Reaching Every District and Every Child 2017, Maternal and Perinatal Death Surveillance Response Guidelines 2017, National HIV Testing Services Policy and Implementation Guidelines 2016, Achieving Equity in Immunisation Coverage by Reaching Every Community 2017, Integration Nutrition ASSEMENT Counselling and Support in Health Service Delivery 2017

Kibuku HCIV: Mass distribution of long lasting Insecticide Treated Nets to Achieve Universal Coverage in Uganda : Detailed Implementation Guidelines for Universal Coverage Campaign 2016/17, Consolidated Guidelines for Prevention and Treatment of HIV in Uganda 2016, Uganda Public Health Service Protocols 2016Monitoring and Evolution Plan of Uganda Malaria Reduction Strategic Plan 2014-2020, Achieving Equity in Immunisation Coverage by Reaching Every Community 2017, The Immunisation Act 2016, National Communication Plan for HIV Testing Services 2016, Implementation Guide for the National Strategy for Integration of Sexual and Reproductive Health and Rights and HIV/AIDS 2017-2021, Uganda Family PLANNING Costed Implementation Plan 2015-2020, A Guide for Reaching Every District and Reaching Every Child in Uganda , Uganda National Expanded

		<p>Programme on Immunisation 2017, Tetanus Toxoid Vaccination Guidelines for the Safe Male Circumcision Program in Uganda 2016, Health Sector Quality Improvement Framework and Strategic Plan 2015/16-2019/20, The National Plan for the Roll Out of the 2016 Consolidated Guidelines for Prevention and Treatment of HIV IN Uganda 2016, National Policy on Public Private Partnership in Health, Implementation Guidelines for the Private not For Profit Health Providers 2016, Consolidated Guidelines for Prevention and Treatment of HIV IN Uganda 2016, Sector Grant and Budget Guidelines 2017/81, Guidelines to the Local Government Planning Process, Health Sector Supplement 2016, Strategy for Improving Health Service Delivery 2016-2021,</p> <p>At the Kibuku HCIV the following circulars were found 6th Jan 2016: Introducing a team carrying out the Adolescent Services Mapping Exercise in 112 Districts, 29th April 2016: Assessing the Performance of the Last Mile Interventions in the Delivery of Essential Medicines and Health Supplies in Uganda, 10th Mar 2017 Conducting an Ambulance Census in North Eastern by Uganda National Ambulance Service and 3rd Oct 2017 Mentorship /Supervision for Increased Uptake of Viral Load Testing Services.</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 	0	<p>There is no evidence the DHOs office held meetings to disseminate the policies, guidelines and circulars.</p>

6

The LG Health Department has effectively provided support supervision to district health services

Maximum 6 points for this performance measure

Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3

0

There is no evidence Kibuku HCIV was supervised mainly because the information found in supervision reports at DHOs office was not consistent with information found at Kibuku HCIV.

At the DHOs office Kibuku HCIV was supervised in the report dated 26th July, 11th August and 19th Oct 2016. It was also supervised between 3rd May and 10th May 2017. At the facility it was supervised on 5th Sept 2016, 27th April 2017 and 12th July 2017.

There is no evidence DHT supervised lower facilities, information at DHOs office inconsistent with information at facilities.

On file there was a report dated 26th July 2016 and the supervision covered MCH, WASH, Laboratory, Cold Chain HMIS, finance and administration. This supervision covered Nabuli HCIII, Bulangira HCIII, Dodoi HCII, Kadama HCIII, Kirika HCIII, Kenkebu HCII, Kabweri HCII, Kibuku HSD. The report had four main areas the positives, challenges and recommendations.

There was also a one pager report for a supervision carried out between the 3rd to 10th May 2017. The supervision seemed for cold chin because areas of supervision included immunization, monitoring charts, vaccine availability and arrangement temperature monitoring and VIMCB updating. Facilities mentioned Nabuli HCII, Kasasira HCIII, Kibuku HCIV, and Lwatama HCII. There was another supervision for facilities Bulangira HCIII, Kabweri HCII, Kenkebu HCII, Tirinyi HCII and HCIII. This report was not signed.

The second report was not dated but covered the period 9th to 11th August 2016. The facilities supervised were, Kibuku HCIV, Tirinyi HCIII, Lwatama HCII, Buseta HCII, Kasasira HCIII, Nabuli HCIII, Bulangira HCIII, Dodoi HCII, Kenkebu HCII, Kadama HCIII, Kabweri HCII. There were general findings and action plans and for each facility their findings.

The third report was dated 19th Oct 2016 and the following facilities were supervised Kibuku HCIV, Community HCIII, Buchanagandi HCIII, Dodoi HCII, Lwatama HCII, Buseta HCIII, Tirinyi HCIII and Nabuli HCII. The report had positive finds, the gaps and recommendations this supervision was focused on DHMIS.

Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80

0

<p>- 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>	<p>The fourth report was dated 10th Oct 2017 and was for quarter one, there was a follow up action plan from previous quarter. It was however a challenge to relate this action plan to previous quarter because the previous quarter report was not on file. Areas for supervision were Malaria, Tuberculosis, HIV/AIDS, Maternal and Child Health Services and immunization.</p> <p>The fifth report was dated 14th Dec 2016 and had a flow up action report from previous quarter. However, it was difficult to identify which quarter the supervision was conducted because the implementation dates for the supervision were not indicated. This report was similar to report dated 10th Oct 2017 for quarter one word by word.</p> <p>At the facilities Tirinyi HCIII there was a supervision on 28th Sept 2016 on HMIS, 26th Oct 2016 a support supervision for DTLS, 5th Dec 2016 a DTLS and 7th Feb a support supervision.</p> <p>Lwatama HCII there was a supervision on 3rd Oct 2016 for EPI, 26th Oct 2016 a support supervision for DTLS and on 26th April, 28th April 2017 a support supervision and HMIS respectively.</p> <p>Buseta HCIV there was a supervision on 27th Sept 2016 for both DTLS and HMIS, 12TH Oct and 17th Oct 2016 supervision for FP and DTLS respectively. 26th Oct and 1st Dec 2016 a DHT supervision. And in 2017 on 24TH Mar, 26th Mar, 3rd May, 10th May and 19th June all support supervision.</p> <p>Kasasira HCIII there were DHT supervisions on 10th may 2017 for EPI and 20th June 2017 for HMIS</p>
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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>	0	<p>There is no evidence HSD supervised lower facilities in the previous year mainly because the report was not signed and period of supervision was not known.</p> <p>There was one HSD support supervision report at Kibuku HCIV. The report was dated 12th July 2017 assuming this report was for the previous year because the report didn't indicate the timing of the supervisions. The following facilities were supervised: Nabuli HCIII, Bulangira HCIII, Kirika HCIII, Kadama HCIII, Dodoi HCII, Kabweri HCII and Kenkebu HCII. The report had four main areas the positives, challenges and recommendations and was not signed.</p>
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>	<p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p> <p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	0	<p>There was no evidence the report was discussed and action plans for respective facilities developed.</p> <p>There was no evidence that the action plan was implemented because evidence of action plan development was not available.</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>	<p>• 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</p>	0	<p>The list of facilities in the HMIS was not accurate and consistent with the list in OBT. Kirika HCII in HMIS was written as Kirika in OBT not indicating the level of the facility.</p>

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>Yes, there is evidence that the Standing Committee on Health and Education met and discussed Health service delivery issues like sector performance.</p> <p>For example refer to the Quarter 3 Health and Education Committee meeting report developed and presented by the Committee Chairperson Hon. Mukono Charles.</p> <p>Refer to Page 2 where ANC, Delivery and child immunization levels was discussed after a health inspection exercise. These health service areas were presented to the council by the DHO.</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>Yes. The sector committee presented issues that require approval from council. Refer to District Council meeting held 28th June 2017 where the quarter 3 reports developed by each standing committee were discussed.</p> <p>Health was discussed on pages 7 and 8 of the minutes. This submission was extracted out of a standing committee meeting report presented by Hon Mukono Charles for the Quarter 3 Chairperson Health and Education Committee</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</p>		<p>There is no evidence of a functional HUMC mainly because the minutes were not signed, attendance lists were missing from most of the minutes and budget issues were not discussed. Findings are described below.</p> <p>At the DHOs office there was a HUMC file for Kibuku HCIV: There were minutes dated 14th Sept 2017, there was no attendance list to the minutes, budget/workplan issues were not discussed and the minutes were no signed. The second minutes were dated 25th May 2017, there was an attendance list of two females and six males though it was difficult to identify gender of one of the members because only surname was provided. The minutes were not signed and budget issues not discussed. The third minutes were dated 16th Mar 2017 and budget issues were not discussed and the minutes were not signed. The four minutes were dated 21st Nov 2016, the attendance list was missing budget issues were not discussed and the minutes were not signed. The last minute for Kibuku HCIV was dated 16th June 2016 and members in this meeting were different from members in previous meetings. In this meeting budget issues were not discussed and the minutes were not signed. The</p>

		<p>Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	0	<p>last minutes were dated 23rd Mar 2016 these minutes were signed but no budget issues were discussed.</p> <p>Also, on file were joint HUMC meetings held for Buseta and Kibuku HCIV on 23RD Mar 2016, however on the same day there was a HUMC meeting at Kibuku HCIV see last report in paragraph above. Other joint HUMC meetings involved Bulangira HCIII and Kibuku HCIV held on 24th Mar 2016, Nabuli HCII AND Kibuku HCIV on 13th Jan 2016, Tirinyi HCIII and Kibuku HCIV on 6th Jan 2016, Kabweri HCII and Kibuku HCIV ON 15th Oct 2015. There were other minutes on file not signed, budget issues not signed and for some it was difficult to tag the facility to the minute because no facility was mentioned. These minutes were for 2015 and 2014.</p> <p>At the facilities Lwatama HCII the HUMC had not been stashed. At Buseta HCIII there were minutes for the first quarter of 2017/18 these had no attendance list. The minutes dated 27th Sept 2017 budget issues were not discussed and the minutes were not signed. The composition was three females and four males. The third and fourth minutes were dated 22nd Dec 2016(for second quarter 2016/17) and 7th Oct 2016. These minutes had no attendance list, no budget issues were discussed. The fifth and sixth minutes were for 3rd Oct and 21st Sept of 2016. These minutes were signed by the secretary but not the chairperson no budget issues were discussed and they had no attendance list</p> <p>Kasasira HCIII: There minutes for 1st Dec 2017, 20th Sept 2017. 27th Nov 2017 and for all the three minutes budget issues were not discussed and all minutes were not signed.</p>
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<p>The health department publicised all health facilities receiving PHC non-wage recurrent grants on its notice board.</p>
Assessment area: Procurement and contract management				

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <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 <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>	0	<p>There was no evidence of submission of procurement request before April 2017.</p> <p>There were three capital investments one for construction of Kibuku District Medical Store from the transitional development fund worth 300million shillings, Medical equipment worth 50 million shillings from the district equalisation grant. There was a procurement request dated 20th June 2017 signed and stamped by relevant authorities namely Assistant Inventory Manager, DHO and the CAO. However, there was no procurement request for the medical equipment worth 50 million shillings</p> <p>No evidence of procurement request form PP5 to PDU.</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: <ul style="list-style-type: none"> 100% - score 8 70-99% – score 4 Below 70% - score 0 	8	<p>The health department supported all health facilities to submit health supplies procurement plan to NMS. There were procurement plans for Kibuku HCIV and the HCIIIs and HCIIIs.</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>In 2016/17 there was only one project undertaken in the department.</p> <p>The project was for remodelling of the theatre into a general ward at Kibuku HCIV undertaken by Tesam Investment Ltd.</p> <p>It was found out that the DHO approved payment for Tesam on time; an invoice was submitted on 5th/6/2017 and DHO approved on 22nd/06/2017.</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 	0	<p>No, there is no evidence that the Department of Health submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation.</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</p> <ul style="list-style-type: none"> If sector has no audit query score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points If all queries are not responded to score 0 	0	<p>The assessment team was able to find a response from the health department to the management letter. This letter (dated 19th/12/16) was signed by the acting DHO. It provided accountabilities and clarifications on the issues that had been raised.</p> <p>The LG however does not attain a score because the only response seen was responding to only Q1 queries, issues emanating from other quarters were not responded to for example:</p> <ul style="list-style-type: none"> In Q3 it was found out that; there was low staffing, inadequate drugs and absenteeism of staff. It was recommended that the health department should continuously monitor and supervise HCs at lower units. <p>The assessment team was not able to find responses from the department on some of these issues raised after the 1st quarter.</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>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<p>No evidence of Kibuku District HUMCs meeting the gender composition.</p> <p>Most of the HUMC minutes found at DHOs office and at facilities had no attendance lists it was difficult to establish the HUMCs met the gender composition.</p> <p>There were no guidelines issued on how to manage sanitation in health facilities including separation of facilities for men and women.</p>
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	0	<p>There was no evidence the health department issued guidelines on medical waste management including for construction of facilities for medical waste disposal.</p>



LGPA 2017/18

Water & Environment Performance Measures

Kibuku District

(Vote Code: 605)

Score 83/100 (83%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>Yes, the LG Water department has targeted the less safe coverage Sub-counties. The District safe water coverage average is 81% and all the Sub-counties with safe water coverage below the District average safe water coverage (Kasasira – 71%; Tirinyi – 64%; Kibuku – 74%; Kadama – 72%, Kabweri – 72%, and Kagumu – 72%) have been targeted to receive 16 out of 17 new Hand Pump Boreholes and 11 out of 17 old boreholes rehabilitated for FY2017/18, distributed as Kasasira allocated 2 new and 3 rehabilitated boreholes; Tirinyi allocated 2 new and 3 rehabilitated boreholes; Kibuku allocated 2 new and 3 rehabilitated boreholes; Kadama allocated 2 new and no rehabilitated boreholes; Kabweri allocated 2 new and no rehabilitated boreholes; and Kagumu allocated 2 new and 2 rehabilitated boreholes; in the current FY 2017/18. Evidences can be traced from:</p> <ul style="list-style-type: none"> The Annual Workplan/Budget for KIBUKU DWSCG for FY2017/18, submitted to the Permanent Secretary MoWE and received by DWD on 17/08/2017 with content of 17 deep bore drilling; 11 borehole rehabilitation (inclusive of assessment, supervision allowances to district staff, facilitation to HPMs and purchase of spare parts); Design of a piped water scheme; 39 Water quality surveillance. First Quarter Report by the CAO on 20/10/2017 for FY 2017/18 to the Permanent Secretary MoWE, submitted and received 03/11/2017 Second Quarter Report by the CAO on 15/01/2018 for FY 2017/18 to the Permanent Secretary MoWE, submitted and received 16/01/2018

2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<p>Yes, the LG water Department implemented budgeted 30 new boreholes drilling (Hand pump) and 20 old rehabilitated boreholes in targeted sub-counties of: (a) Kasasira S/C with 71% coverage was allocated 5 new and 3 Old rehabilitated boreholes; (b) Tirinyi S/C with 64% coverage was allocated 3 new and 3 Old rehabilitated boreholes; (c) Kibuku S/C with 74% coverage was allocated 3 new and no Old rehabilitated boreholes; (d) Kadama S/C with 72% coverage was allocated 4 new and 2 Old rehabilitated boreholes; (e) Kabweri S/C with 72% coverage was allocated 4 new and 2; and (f) Kagumu S/C with 72% coverage was allocated 4 new and 3 Old rehabilitated boreholes in the FY 2016/17. Evidenced from:</p> <ul style="list-style-type: none"> Annual Workplan/Budget for Kibuku DWSCG for FY2016/17 submitted to the Permanent Secretary of MoWE and received by the DWD on 25/07/2016 with content of 15 deep borehole drilling under DWSCG and 15 borehole drilling under DDEG; 23 borehole rehabilitation (inclusive of assessment and purchase of spare parts); and 36 water quality surveillance. Submission of First Quarter Report by the CAO on 25/10/2016 for FY 2016/17 to the Permanent Secretary MoWE, received 31/10/2016. Submission of Second Quarter Report by the CAO on 19/01/2017 for FY 2016/17 to the Permanent Secretary MoWE, received 23/01/2017. Submission of Third Quarter Report by the CAO on 21/04/2017 for FY 2016/17 to the Permanent Secretary MoWE, received 02/05/2017. Submission of Fourth Quarter Report by the CAO on 14/07/2017 for FY 2016/17 to the Permanent Secretary MoWE, received 24/07/2017.
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Assessment area: Monitoring and Supervision

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments</p>			<p>There is evidence of monitoring each WSS facilities annually as evidenced from the following documents with the DWO:</p> <ul style="list-style-type: none"> Submission of the PAF Monitoring Report for First Quarter FY 2017/18 by the CAO on
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in the sector

Maximum 15 points for this performance measure

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

10

29/11/2017 to the Permanent Secretary MoFPED, received on 01/12/2017; reporting covered Nakoma borehole in Kagumu S/C, Bubulanga BH in Goli-Goli S/C, Kakunyumunyu-Nakulabye BH in Bulangilra S/C, Kirika BH in Kirika S/C, Kujji BH in Tirinyi S/C, Nadoto BH in Kibuku S/C, Kabusule BH in Kasasira S/C, Bwikomba BH in Kadama S/C, Komodo BH in Kabweri S/C, Bupalama BH in Goli-Goli S/C, Budukulo BH in Kagumu S/C, Bugede BH in Kirika S/C, Kataka II BH in Tirinyi S/C, Natoto BH in Buseta S/C, Namukaluke BH in Kadama S/C, Busikwe BH in Kibuku S/C, Nalubembe I BH in Kibuku S/C, Nansiono BH in Kasasira S/C, Nankodo BH in Nankodo S/C, Bukomba BH in Bulangira S/C, Nasawo BH in Kabweri S/C and Bukalijoko Red Cross BH in Kabweri S/C.

- Submission of the PAF Monitoring Report for Third Quarter FY 2016/17 by the CAO on 10/05/2017 to the Permanent Secretary MoFPED, received on 22/05/2017; reporting covered 18 boreholes (BHs) Kagumu S/C - 4, Bulangilra S/C - 3, Kirika S/C - 3, Kadama S/C - 4, Kabweri S/C - 4.

- Submission of the PAF Monitoring Report for Fourth Quarter FY 2016/17 by the CAO on 07/08/2017 to the Permanent Secretary MoFPED, received on 08/08/2017.

- Submission of the PAF Monitoring Report for First Quarter FY 2016/17 by the CAO on 30/11/2016 to the Permanent Secretary MoFPED, received on 08/12/2016.

- Submission of the PAF Monitoring Report for 4th Quarter FY 2016/17 by the CAO on 07/08/2017 to the Permanent Secretary MoFPED, received on 08/08/2017; reporting covered 18 boreholes (BHs) Kagumu S/C - 4, Bulangilra S/C - 3, Kirika S/C - 3, Kadama S/C - 4, Kabweri S/C - 4.

- Report on Monitoring Exercise of Government programs implemented in FY 2016/17 by the RDC and DISO, covering 18 Boreholes.

- Borehole assessment for FY 2017/18 for 17 old boreholes

- Progress report on rehabilitation of 20 boreholes under DWSCG by the DWO, dated 05/05/2016 to the CAO.

- The status report for Water sector as per the end of Quarter Two of FY 2016/17 by the DWO Submitted to the CAO on 21/02/2017.

• Progress Report on Siting, Drilling, Casting and Installation of 15 Boreholes under DWSCG (LOT B) with project reference number KIB605/WKS/16-17/00005 as of end of November 2016, submitted by the DWO dated 30/11/2016 to the CAO and received by Central Registry Kibuku District LG on 06/12/2016.

• Progress Report on Siting, Drilling, Casting and Installation of 15 Boreholes under DDEG (LOT A) with project reference number KIB605/WKS/16-17/00004 as of end of January 2017, submitted by the DWO dated 24/02/2017 to the CAO and received by Central Registry Kibuku District LG on 02/03/2017.

• Progress report by the DWO dated 17/10/2016 to the CAO on Rehabilitation of 10 Boreholes under DWSCG (LOT B) for the monitoring period 26/09/2016 to 12/10/2016.

• Progress report by the DWO dated 12/06/2017 to the CAO on Rehabilitation of 10 Boreholes under DDEG (LOT A).

• Progress Report on Siting, Drilling, Casting and Installation of 15 Boreholes under DWSCG (LOT B) with project reference number KIB605/WKS/16-17/00024 as of end of November 2016, submitted by the DWO dated 12/06/2017 to the CAO.

Overall, the supervision and monitoring reports of each project matches with slightly over 85% of the monitoring plans for the facilities.

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	<p>Yes, the LG submitted accurate/consistent data for the FY 2017/18. The list of water facilities submitted for the FY 2017/18; 17 Deep Borehole drilling (Hand pump); 11 borehole rehabilitations and 39 Water quality testing for old sources in the sector MIS, the Performance contract reports and in the OBT are accurate and consistent. The numbers of facilities tally well with those filled in the procurement requisition forms such as:</p> <ul style="list-style-type: none"> • Procurement Requisition LG PP Form 1 with reference KIB605/WKS/17-18/00003 with subject of siting, drilling, casting and installation of 11 boreholes, originating from ADWO and Approved by the DWO on 02/06/2017. • Procurement Requisition LG PP Form 1 with reference KIB605/WKS/17-18/00003 with subject of siting, drilling, casting and installation of 06No boreholes, originating from ADWO and Approved by the DWO on 02/06/2017. • Procurement Requisition LG PP Form 1 with subject of rehabilitation of 11 boreholes under LOT A (DWSCG Funding), prepared by ADWO and Approved by Ag. DWO on 20/11/2017.
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>	4	<p>The PDU had a file that contained the submitted list of all investment items from the DWO in the approved sector AWP and Budget on time. The DWO submitted a Water Department Annual Procurement Plan for FY 2017/18 to the CAO and the following are supporting documents;</p> <ul style="list-style-type: none"> • Procurement Requisition LG PP Form 1 with reference KIB605/WKS/2016-17/00024 with subject rehabilitation of 10 boreholes under LOT B (DWSCG Funding), prepared by DWO on 14/10/2016. • Procurement Requisition LG PP Form 1 with reference KIB605/WKS/2016-17/00018 with subject rehabilitation of 10 boreholes under LOT A (DWSCG Funding), prepared by DWO on 14/10/2016. • Procurement Requisition LG PP Form 1 with reference KIB605/WKS/17-18/00003 with subject of siting, drilling, casting and installation of 11 boreholes, originating from ADWO and Approved by the DWO on 02/06/2017. • Procurement Requisition LG PP Form 1 with required date of 06/12/2017 and project reference of KIB605/WKS/17-18/00012 on rehabilitation of 06No. Boreholes, originating from ADWO and Approved by the DWO on 20/11/2017.
6	<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>			<p>Although there were no CAO's letters of appointment of the Ag. DWO as the Contract Manager for all the Water sector projects, he acted as such, developed contract management plans and managed them.</p> <p>There is evidence that monthly site visits were conducted for all the WSS infrastructure projects following the contract management plans as seen from for example:</p> <ul style="list-style-type: none"> • Contract Document for Rehabilitation of 10 deep boreholes under LOT A during the FY 2016/17, dated 09/02/2017; with start date of 02/05/2017 and End date of 30/05/2017. • Contract Document for Rehabilitation of 10 deep boreholes under LOT B during the FY 2016/17, dated 12/06/2017; with start date of 16/05/2017 and End date of 13/06/2017. • List of Snags by the DWO on dates

• 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

02/03/2017; 17/02/2017; 24/03/2017; regarding siting, drilling, casting and installation of 15 boreholes of LOT A under DDEG Funding and 15 boreholes of LOT B under DWSCG Funding and Icon Projects Ltd contractor.

- List of Snags by the DWO on 20/01/2018 to the Icon Projects Ltd contractor regarding siting, drilling, casting and installation of 01No. boreholes of LOT A under DDEG Funding and 08No. boreholes of LOT B under DWSCG Funding and Icon Projects Ltd contractor.

- List of Snags by the DWO on 20/01/2018 to the Icon Projects Ltd contractor regarding siting, drilling, casting and installation of 01No. boreholes of LOT A under DDEG Funding and 09No. boreholes of LOT B under DWSCG Funding and Icon Projects Ltd contractor.

- Progress report by DWO dated 24/03/2017 to CAO on siting, drilling, casting and installation of 15 boreholes of LOT B under DWSCG with project ID KIB605/WKS/16-17/00005 over the contract period 19/10/2016 to 05/12/2016.

- Progress report by DWO dated 13/01/2017 to CAO on siting, drilling, casting and installation of 15 boreholes of LOT B under DWSCG with project ID KIB605/WKS/16-17/00005.

- Report on joint monitoring exercise prepared by the DWO and submitted to the CAO.

- Progress reports by DWO dated 13/01/2017; 24/02/2017; 02/03/2017; 26/06/2017 to CAO on siting, drilling, casting and installation of 15 boreholes of LOT A under DDEG with project ID KIB605/WKS/16-17/00004 over the contract period 19/10/2016 to 19/12/2016.

- Site book and Diary reports on drilling by contractor (Icon Projects Ltd) dated 31/10/2017 and 25/11/2017, signed by both the Clerk of Works and the site Agent.

		<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	2	<p>Yes, the five Water sources visited that included Kirika-Kibali DWD52526; Goligoli Bupalawa DWD52501; Nakooma DWD52502; Budukulo DWD52505; and Nakulabye DWD52504 were all constructed as per the designs and Borehole log sheets and borehole record card. The funding for construction of Sanitation facilities stopped 2 Financial years ago (since FY 2015/16) and therefore there was no sanitation facility visited.</p>
		<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	2	<p>Yes, contractors handed over all completed WSS facilities as seen in the written evidences of facility completion and payment in the Contract management file/records. Evidence can also be seen from the following:</p> <ul style="list-style-type: none"> • Report on commissioning of water sources for FY 2016/17 by ADWO/M to CAO, dated 18/08/2017. • Borehole Installation/Record Card, prepared by the Contractor duly signed by the Supervisor/Consultant and the Pump Mechanic(s) at site, and signed/stamped by Chairperson LC I of the beneficiary village • Completion reports for each of the Project implemented in FY 2016/17.
				<p>Yes, the DWO appropriately certified all WSS projects and prepared and filed completion reports with examples of Certificate sent together with payment requisition forms for facilities implemented in FY 2016/17, including but not limited to:</p> <ul style="list-style-type: none"> • Borehole Completion Report by Icon Projects Ltd on 02No. Borehole Drilling, Pump Testing, water quality Analysis and installation; having Borehole Drilling Log Reports, Test Pumping Reports, Water Quality Analysis Reports and Hand pump installation Reports. • Completion report for drilling, pump testing, water quality analysis and installation of 07No. boreholes in Kibuku District under DWSCG (LOT B) by Icon Projects Ltd during FY 2016/17. • Certificate of Completion dated 07/12/2017 for Project on installation of borehole hand pumps of 12 boreholes in the district by M/S Kibuku District Water and Sanitation Association.

<p>• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</p>	<p>2</p>	<ul style="list-style-type: none"> • Completion report for hydrogeological survey, drilling, test pumping and water quality analysis of 13 boreholes in Kibuku district under LOT A for FY 2016/17 • Payment valuations for the preliminaries for LOT A and LOT B during FY 2016/17. • Payment valuations of sting, drilling, casting and installation of 15 boreholes under LOT A and LOT B, all contracted to Icon Projects Ltd. • Final payment Certificate issued on 27/09/2017 for project ID of KIBU/605/WKS/16-17/00004 on drilling, casting and installation of 15No. borehole hand pumps of LOT A under DDEG by Icon Projects Ltd as contractor for the contract period 19/10/2016 to 19/12/2016, certified and signed by the DWO in FY 2016/17 on 27/09/2017 • Final Payment Certificate No.2 issued by Kibuku District LG Water Office on 07/12/2017 for contract with reference Number KIBU/605/WKS/16-17/00004 for a contracted period of 20/12/2016 to 20/03/2017 in relation to installation of borehole hand pumps for 12 boreholes of LOT A with funding of DDEG in FY 2016/17. • Final Payment Certificate issued by Kibuku District LG Water Office on 27/09/2017 for contract with reference Number KIBU/605/WKS/16-17/00005 for a contracted period of 19/10/2016 to 19/12/2017 in relation to installation of borehole hand pumps for 15 boreholes of LOT B with funding of DWSCG in FY 2016/17. • Certifications done by the DWO on all Interim payment Certificates e.g. Interim payment certificate No. 2 for project ID KIBU/605/WKS/16-17/00004 on drilling, casting and rehabilitation of 15 boreholes of LOT A with funding by DDEG for contract period 19/10/2016 to 19/12/2016 was certified by the Ag. District Engineer/DWO on 12/04/2017.
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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 	3	<p>The assessment team reviewed 12 projects undertaken by the department in the FY 2016/17.</p> <p>From the review of the above contract files, invoices and vouchers, it was found out that the DWO approved payments for suppliers on time for example:</p> <ul style="list-style-type: none"> o Contract to Icon Projects Ltd for siting, drilling, casting and installation; an invoice was raised on 7th/12/ 2016 and the HoD approved the supplier for payments on 15th/12/2016 o Contract to Jerusalem General Consult for protection of large spring wells; an invoice was raised on 2nd/06/17 and the HoD approved the supplier for payments on 06th/06/17 o Contract to Galaxy Agro Tech Ltd retention for drilling, casting and installation of 6 boreholes; an invoice was raised on 20th/04/17 and the HoD approved the supplier for payments on 3rd/05/17
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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 	0	<p>No, there is no evidence that the Department of Water submitted annual performance reports for all four quarters to the planner by Mid - July for consolidation.</p>
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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	<p>There were some issues raised against the department in the Q2 for example there were two boreholes that were not successfully completed at Kadama and Namukaluke.</p> <p>During the assessment the assessment team found out that these issues were corrected, the auditor and DWO visited the site and the two boreholes are now functional and the query was dropped by the internal auditor.</p>
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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>Yes, there is evidence that the Standing Committee on Works and Technical Services met and discussed Water service delivery issues like sector performance.</p> <p>For example refer to the Quarter 3 Works and Technical Service Committee meeting report developed and presented by the Committee Chairperson Hon. Mukama Willy Kasolo Refer to Page 3 where water allocations, and progress on the implementation of activities in the third quarter were presented to the council by the DWO.</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>Yes. The sector committee presented issues that require approval from council. Refer to District Council meeting held 28th June 2017 where the quarter 3 reports developed by each standing committee were discussed.</p> <p>Water specific issues were discussed on pages 7 and 8 of the minutes. This submission was extracted out of a standing committee meeting report presented by Hon Mukono Charles for the Quarter 3 Works and Technical Services Education Committee</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

0

There was NO displays of information on the district notice boards (at the District Central Notice Board and the DWO Notice Board) regarding the AWP, budget and the Water Development grant releases and expenditures. There were also no evidence of discussions at advocacy meetings held at Sub-counties regarding the AWP, budget and Water Development releases and expenditures. The AWP, budget and Water Development releases and expenditures are however available in files and records with the DWO and the PDU.

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

2

From a sample of WSS projects checked (Kirika-Kibali DWD52526; Goligoli Bupalawa DWD52501; Nakooma DWD52502; Budukulo DWD52505; and Nakulabye DWD52504), it was found that all WSS projects were clearly labelled on the platform concrete casting indicating the name of the source (Village), the DWD Number, the date of platform casting/construction, the source of funding (DWSCG or DDEG) and the name of Contractor.

		<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	<p>Yes, information on tenders and Contract awards were displayed on notice boards and other medias such as:</p> <ul style="list-style-type: none"> • External advert No.3 of 2017 for the Job of Civil Engineer (Water) • Kibuku District LG PDU on invitation to bid under selective bidding (for pre-qualification) firms only for FY 2016/17; published Bid Notice in Newspapers on 19/10/2016 by the CAO. • Display of best evaluated and Contracts entered into under the DWSCG and DDEG for the FY 2016/17on the PDU and Water Office Notice boards: (i) Summit General for rehabilitation of 10No. deep boreholes LOT A funded by DDEG with Project ID KIBU/605/WKS/16-17/00018; (ii) Summit General for rehabilitation of 10No. deep boreholes of LOT B funded by DWSCG with Project ID KIBU/605/WKS/16-17/00024; (iii) Icon Projects Ltd for siting, drilling, casting and installation of 15No.boreholes of LOT A funded by DDEG with Project ID KIBU/605/WKS/16-17/00004; and (iv) Icon Projects Ltd for siting, drilling, casting and installation of 15No.boreholes of LOT B funded by DWSCG with Project ID KIBU/605/WKS/16-17/00005.
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	<p>Yes, the communities make applications for water sources and each application found in a file with the DWO, clearly spelt out that in case of the offer, community contributions (of UGX 200,000 in case of Deep borehole; or UGX 45,000 in case of a spring well or a GFS tap stand; UGX 100,000 in cases of Shallow well or rehabilitation of a borehole or shallow well; or UGX 50,000 to 100,000 in case of a spring protection) have to be made. During the visits to the five sampled facilities (Kirika-Kibali DWD52526; Goligoli Bupalawa DWD52501; Nakooma DWD52502; Budukulo DWD52505; and Nakulabye DWD52504) it was confirmed that for every community that received a facility, they actually made community contribution, set up WSC immediately after the village feedback meeting and fulfilled all other requirements.</p>

		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	2	<p>For each of the five water supply facilities visited (Kirika-Kibali DWD52526; Goligoli Bupalawa DWD52501; Nakooma DWD52502; Budukulo DWD52505; and Nakulabye DWD52504), the WSCs were found to be well constituted of 5 to 8 members and were active (conduct regular meetings, collecting UGX1000 per household per month for carrying out O&M, preventive maintenance and minor repairs) and had made community contributions as per the Report on Community Contribution towards provision and rehabilitation of water sources; submitted by the DWO to the CAO on 11/08/2016.</p>
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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 	2	<p>Yes, there is evidence that Environmental screening (as per templates) were followed for the new and old boreholes in selected Sub-counties in Kibuku District for the FY 2016/17 and FY 2017/18; and the screening results were included in the BOQs to be followed by the Contractor.</p> <ul style="list-style-type: none"> • Environmental mitigation measures are provided for in the bills of Quantities (BOQs) for siting, drilling, casting and installation of 08No boreholes of LOT A funded by DWSCG and 01No. borehole of LOT B funded by DDEG. • There is inclusion of Environmental protection of the sites in the Technical specifications provided in the Contract documents. • There is an Activity report on the Environmental and Social Screening of boreholes in the district for FY 2017/18, prepared by the Environmental Officer on 13/12/2017 and received by the District Natural Resources Office on 18/12/2017. It particularly points out the following: (i) clearing site of any environmentally hazardous wastes such as oils etc. and their safe disposal that avoids environmental contamination, land scaping, site and general observation of the natural environmental mitigation guidelines; (ii) Allow for project screening and development of an environmental mitigation plan whose implementation is to be led by the Environmental Officer; and (iii) provide for environmental mitigation measures to be spearheaded by the Environmental Officer.
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		<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	1	Environmental mitigation measures are provided for in the bills of Quantities (BOQs) for siting, drilling, casting and installation of 08No boreholes of LOT A funded by DWSCG and 01No. borehole of LOT B funded by DDEG in the FY 2016/17.
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	Yes, Environmental mitigation measures are provided for in the bills of Quantities (BOQs) for siting, drilling, casting and installation of 08No boreholes of LOT A funded by DWSCG and 01No. borehole of LOT B funded by DDEG for the FY 2016/17.
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	The facilities sampled and visited did meet the sector critical requirements of women on the WSCs to be at least 50%. For the facilities visited, the composition of women on the WSCs of Kirika-Kibali DWD52526 was 3/6; Goligoli Bupalawa DWD52501 was 4/7; Nakooma DWD52502 was 3/6; Budukulo DWD52505 was 3/6; and Nakulabye DWD52504 was 3/6.
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 	0	There has been no sanitation facility constructed with funding from the DWSCG for the last 2 financial years (FY2016/17 and FY2017/18). There was therefore no sanitation facility visited to make any assessment.