



LGPA 2017/18

Accountability Requirements

Kiruhura District

(Vote Code: 562)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	The LG submitted Final Annual Performance Contract to MoFED on July 8th,2017, receipt serial number 4065	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	The LG budget submitted to MoFPED was accompanied by a procurement plan.	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	The LG submitted Annual Performance Report for the previous FY to MoFPED on 7th/8/2017 (serial number 4919). (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015).	No

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; (PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>The LG submitted the quarterly budget performance report for all the four quarters: Receipts from MoFPED confirm this:</p> <p>Q1 dated 31/10/2016 serial number 0 (report stamped by MoFPED)</p> <p>Q2 dated 2/2/2017 serial number. 0378</p> <p>Q3 dated 31/5/2017 serial number 0781</p> <p>Q4 dated 9th/8/2017 serial number 4519</p>	<p>No</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<p>The Local Government submitted status on implementation of recommendations by the Internal Auditor General for 2015 /2016 on 20th March 2017 and it was received in MOFPED on 24th March 2017.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>Unqualified opinion as per Auditor General's report of 2016/17 submitted on 29th December 2017 (page223)</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Kiruhura District

(Vote Code: 562)

Score 69/100 (69%)

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>The LG has a Physical Planning Committee in place, which according to the Deputy CAO was appointed by the CAO. Appointment letters were not available.</p> <p>The Committee includes; District Engineer, staff surveyor, DEO, DHO, Physical Planner, DWO, DAO, DCBS officers, Environmental Officer, District Natural Resources officer, Town Clerks from the 3 Town Councils in the district</p> <p>Committee minutes were not available but it was reported that it sits quarterly. The Plan registration book was not available for verification</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>The LG does not have an approved physical plan. Infrastructure Investments cannot have approved plans which are consistent with nothing</p>

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles

- Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.

2

The Budget Conference Report 2016/17 highlights priorities for all sectors and the AWP draws from BCR as shown below:

- Construction of VIP Latrine Market at Nkungu Budget Conference Report (BCR) page 7, AWP page 58
- Installation of Culverts BCR page 8, AWP page 53
- Construction of classrooms BCR page 36. AWP page 47
- Construction of staff houses BCR page 36, AWP page 47
- Routine manual Maintenance of roads, BCR page 38, AWP page 53
- Construction of Water Tanks , BCR page 32, AWP page 58
- Siting and drilling of 9 boreholes, BCR page 32, AWP page 58
- Rehabilitation of boreholes, BCR page 32, AWP page 58

		<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>The LG has an approved Five-Year Development Plan FY: 2015/16-2019/2020. The LG capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan as shown below:</p> <p>Education</p> <ul style="list-style-type: none"> Construction of 2 classroom blocks at Rwamuranda Rushansa and Rwamunda and Kikaatsi Primary schools Pg 47 AWP, DDP page 82 Construction of staff houses at Birinduma, Rwakahaya, Katete, Kigarama1, and Kataraza primary schools page 47 AWP, DDP page 81 <p>Roads</p> <ul style="list-style-type: none"> Routine Maintenance of 253Km of district roads page 53 AWP and page 85-88 Installation of culverts (30) lines on district roads page 53 AWP and DDP page 85-88 <p>Water</p> <ul style="list-style-type: none"> Borehole drilling (9) in sub counties page 53 AWP, DDP page 90 Construction of 10 institutional water tanks page 58 AWP, page 90
		<ul style="list-style-type: none"> Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	1	<p>The LG developed project profiles; profiles were submitted and discussed for all investments in the TPC meeting on 30th/05/2017, under min49/05/2017 as per 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. 	1	<p>The LG prepared the statistical abstract for FY 2016/17 (September 2017). It contained gender disaggregated data, for example on pages 12, 23, 17, and 21. Profiles were presented to TPC for discussion on 13/01/2017, under Min. TPC/38/01/2017</p>

4

Investment activities in the previous FY were implemented as per AWP.

Maximum 6 points on this performance measure.

• 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

From the Annual Budget Performance Report, all the infrastructure projects implemented by the LG were derived from the AWP and budget; examples are captured below:

- Construction of VIP Latrine Market at Nkungu Budget and AWP page 69
- Siting and drilling of 9 boreholes, budget and AWP page 70
- Rehabilitation of boreholes, budget and AWP page 69
- Installation of Culverts budget and AWP page 63
- Construction of classrooms budget and AWP page 55
- Routine Manual Maintenance of roads, budget and AWP page 63
- Construction of Institutional Water Tanks, budget and AWP page 70
- Purchase of pick up double cabin page 61 AWP and budget

		<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 	4	<p>Investment projects implemented in the previous FY were completed as per work plan by end for FY.</p> <ul style="list-style-type: none"> Construction of 2 classroom blocks at Rwamugina and Nswere Primary schools; start date 23/2/2017- end date 21/6/2017, (completed as per work plan) 100% Provision of furniture to primary schools; (start date 23/02/ 2017- end date 21/6/2017, (completed as per work plan) 100% Procurement of a Double Cabin Pickup; (start date 25/11/2016- end date 15/3/2017) completed as per work plan) 100% Construction of VIP Latrine at Nkungu; (start date 10/5/2017 - end date 6/6/2017, (completed as per work plan) 100% Rehabilitation of boreholes; (start date 20/12/16 end date 26/05/2017), (completed as per work plan) 100% Installation of Culverts; start date 23/2/17- end date 22/6/2017 , (completed as per work plan) Routine Manual Maintenance of roads; start date 7/3/2017 - end date 22/6/2017, (completed as per work plan) 100% Periodic maintenance of roads; start date 1/12/16- end date 15/6/17, (completed as per work plan) 100% Construction of Institutional Water Tanks; start date 23/2/2017- end date 13/6/2017, (completed as per work plan) 100% Plant clinic 23/3/2017- 12/5/2017 (extended for a month from original time to -22/05/2017) 100%
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>From the Annual Budget Performance Report 2016/17 investment projects implemented were completed within the approved budget except 1project in production</p> <p>For example :</p> <p>Education</p> <ul style="list-style-type: none"> Purchase of pick up double cabin

Maximum 4 points on this Performance Measure.

- Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2

0

Budget shs 138,000,000

Actual shs 139,414,500 = 100.1%

- Construction of classrooms

Budget shs 124,500,000

Actual shs 119,899,800 =96%

Water

- Construction of VIP Latrine Market at Nkungu

Budget shs 20,445,000

Actual shs 21,388,859 =100.04%

- Construction of Institutional Water Tanks,

Budget shs 153,677,000

Actual shs 154,265,284 = 100%

- Siting and drilling of 9 boreholes,

Budget shs 270,493,000

Actual shs 261,980,532 = 97%

- Rehabilitation of boreholes,

Budget 91,268,000

Actual 89,183,220 = 98%

Roads

- Installation of Culverts, periodic, routine and manual maintenance

Budget 349,598,180

Actual 440,699,412 =100.3%

Production

- Construction of Plant Clinic (1)

Budget shs 20,000,000

Actual shs 65,324,981 = 325% (not within)

		<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>Kiruhura LG did not spend O&M for infrastructure in in FY 2016/17. The only expenditure on O&M was as presented below;</p> <p>Maintenance of Motor vehicles and machinery</p> <p>Service of Motor vehicles and Graders</p> <p>Budget 26,7453,12</p> <p>Motor vehicle Actual 7,181,848</p> <p>Service of Grader Actual 9,958,375</p> <p>Actual expenditure 17,140,223</p> <p>Translating into 64 %</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>05 out of 09 HODs had complete appraisals (both performance agreement and report).</p> <p>(CR/D/10052, CR/D/0086, CR/D/10678, CR/D/1010685, CR/D/10389, CR/D/10389, CR/D/10386, CR/D/10644, CR/D/10660)</p>
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>02 HODs were substantively appointed in addition to the DCAO appointed by MoPS</p> <ul style="list-style-type: none"> The Chief Finance Officer appointed under Min No 94/9/2005 of the DSC (CR/D/0086) The Principal Administrative Secretary appointed under Min No. 32/7/2014(61) of DSC (CR/D/10644)

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p>	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>52 positions were declared to the DSC in the FY 2016/2017(CR/156/1). All the positions were considered in the same FY.(Extracted minutes, 15th meeting of DSC held 22-30th May 2017, 16th meeting of the DSC meeting held on 15th June 2017 and 17th meeting of DSC held on 21st June 2017)</p>
<p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>33 staff were recommended by the CAO for confirmation in the FY 2016/17 (Letter dated 21st September 2016 Ref: CR155/1).</p> <p>All the 33 staff were considered(Extracted Min of the 11th meeting of DSC held on 22nd September 2017</p>
	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>23 cases were submitted to the DSC for disciplinary action in the FY 2016/17. (15 in a letter dated 19th May 2017 and 08 in a letter dated 10th Feb 2017). All the disciplinary cases were considered in the FY 2016/2017</p> <ul style="list-style-type: none"> • 01- letter dated 21st June 2017 • 05- letter dated 30th May 2017 • 01- letter dated 23rd September 2016 • 01- letter dated 18th April 2017 • 01- letter dated 10th April 2017 • 01 letter dated 27th September 2016 • 12 cases were sent back by the DSC to CAO for further review and guidance(DSC 156)1

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 • 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 	3	<p>52 staff were recruited in the FY 2016/2017 with appointments effective 1st June 2017 for 42 staff and 15th June 2017 for 11 staff.</p> <p>All the appointed staff accessed salary payroll in June and July 2017(salary payroll June and July 2017)</p> <p>05 staff were retired in the FY 2016/2017(IPPS No. 477809, 479056, 477312, 477312 and 157870).</p> <p>All the retired staff did not access pension payroll within 2 month after retirement.</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. 	2	<ul style="list-style-type: none"> • The OSR Revenue for 2016/17 was Uganda Shillings 821,055,463 and the previous year it was 754,544,466. • This is an increase of shs 66,510,997 equivalent to 8.8% increase as per Annual Financial statements (Page 17, 25 and 40).
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>The Budgeted Revised Revenue was Ugx 821,055,463 and the Actual collection as per Annual Financial statements of 2016/17 (Page 21 & 22) was 727,911,841 which is a 100% performance.</p>

Local revenue administration, allocation and transparency

Maximum 4 points on this performance measure

• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2

2

• The LG is Categorised by LGA 85 (2) “ In rural areas, revenue shall be collected by the Sub county councils and a sub county council shall retain 65%, or any other higher percentage as the district council may approve , of the revenue collected by it and pass the remaining percentage over to the district.”

• Local Revenue (Page 17 & 25) Annual Financial Statements was 821,055,463 i.e. 100% and 65% = 533,686,050 was retained by the Sub Counties and 35% = 287,369,412 was retained by the District.

• Sec 85(4) “ A district council may, with the concurrence of a sub county, collect revenue on behalf of the sub county council but shall remit 65 percent of the revenue so collected to the relevant sub county.”

The money collected and Sharable but not on 65% was Local Service Tax: 104,980,988 (shared according to tax payers residing in Sub County) and Uganda Wild Life Authority: 89,369,902

Shared as follow:

Sanga Town Council – 7,138,330, Sanga Sub County -31,824,924, Nyakashashara SC - 30,472,597, Kanyaryeru SC-19,934,051

(As per work plan drawn between UWA and THE Sub counties).

		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>Statutory Expenses of 638,378,420 (Page 17) includes the following to be deducted:</p> <p>Less : Quarter 1 Un Condition: 81,439,344</p> <p>Less : Quarter 2 Un conditional :81,439,344</p> <p>LESS : Quarter 3 Un Conditiona:81,439,343</p> <p>Less : Quarter 4 Un Conditional:129,208,685</p> <p>Less : Salaries : 178,597,723</p> <p style="text-align: right;">Total</p> <p>552,124,440</p> <p>Therefore Local revenue is 638,378,420 minus 552,124,440 = 86,253,980.</p> <p>Local Revenue for 2015/16 was 754,544,466</p> <p>This works out as =</p> <p>$86,253,980 / 754,544,466 = 11.5\%$</p>
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<p>The position of Senior Procurement Officer (SPO) was not substantially filled in FY 2016/17. However, the position of Procurement Officer was substantially filled as shown in the appointment letter (Ref No: CR/160/1) dated 26th June 2017 under District Service Commission (DCS) Minute No: 128/06/2016.</p>
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• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

1

There was evidence that TEC produced and submitted reports to the Contracts Committee (CC) in FY 2016/17. For example;

i. Completion of plant Clinic at Kiruhura District Headquarters (*Proc Ref No: KIRU 562/WRKS/2016-2017/00076*) was submitted to CC on 3rd March 2017. TEC recommended Nenoba Construction & General Supplies Ltd as the best evaluated bidder to be awarded the contract at a bid price of UGX 16,705,749.

ii. Construction of a 2 Classroom Block at Rwomugina P/S in Kinoni S/C & Nshwere P/S in Kenshunga S/C under SFG 2016/17 (*Proc Ref No: KIRU 562/WRKS/2016-2017/00063*) was submitted to CC on 2nd February 2017. TEC recommended Rwemiigo Modern Constructors & Engineering Co. Ltd as the best evaluated bidder to be awarded the contract at a bid price of UGX 119,899,800.

iii. Construction of Slaughter slab at Rushere Town Board, Kinoni Town Council, & Buremba S/C (*Proc Ref No: KIRU 562/WRKS/2016-2017/00041*) was submitted to CC on 8th November 2016. TEC recommended NIJ Engineering & Consultancy Company Ltd as the best evaluated bidder to be awarded the contract at a bid price of UGX 12,376,000.

• Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1

1

There was evidence in the procurement files and minutes of Contracts Committee (CC), that the recommendations from TEC were considered. For example,

- MIN No: 10/09/03/2016-2017 (5)(d) dated 9th March 2017 2016 indicated approval of recommendation from TEC and awarded the contract to Nenoba Construction & General Supplies Ltd to Complete the plant Clinic at Kiruhura District Headquarters (*Proc Ref No: KIRU 562/WRKS/2016-2017/00076*) at UGX 16,705,749 VAT inclusive.
- MIN No: 08/02/08/2016-2017 (5)(e) dated 8th February 2017 indicated approval of recommendation from TEC to award contract for the Construction of a 2 classroom block at Rwomugina P/S in Kinoni S/C & Nshwere P/S in Kenshunga S/C under SFG 2016/17 (Proc Ref No: KIRU 562/WRKS/2016-2017/00063) to Rwemiigo Modern Constructors & Engineering Company Ltd as the best evaluated bidder to be awarded the contract at a bid price of UGX 119,899,800 as shown in LGPP Form (20).
- MIN No: 03/09/11/2016-2017 (5)(xix) dated 9th November 2016 indicated approval of recommendation from TEC to award contract for the Construction of Slaughter slab at Rushere Town Board, Kanoni Town Council, & Buremba S/C (*Proc Ref No: KIRU 562/WRKS/2016-2017/00041*) to NIJ Engineering & Consultancy Company Ltd as the best evaluated bidder at a contract price of UGX 12,376,000.

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) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</p>	2	<p>The Procurement and Disposal Plan (PDP) for the current FY 2017/18 covered all infrastructure projects in the approved AWP and Budget for FY 2017/18. For example;</p> <ul style="list-style-type: none"> • Registration No. 1: Construction of 2 Classroom Block at Rwamuranda, Orwigi & Kikatsi P/S was in the PDP 2017/18 and also seen on page 47 of the approved AWP 2017/18. • Registration No. 2: Construction of 2 in One Teachers House Burunduma, Rwakahayo, Katete, Kigarama, Akayanja, Kikatsi, Naama, & Kitongole P/Ss was in the PDP 2017/18 and also seen on page 53 of the approved AWP 2017/18. • Registration No. 3: Maintenance of Community Access Roads (CARs) in all Lower Local Governments (LLG) estimated at UGX 119,866,957 was in the PDP 2017/18 and also seen in the approved AWP 2017/18. • Registration No. 4: Maintenance of Urban Roads in 3 Town Councils (Kiruhura, Kazo & Sanga) estimated at UGX 223,842,820 was in the PDP 2017/18 and also seen in the approved AWP 2017/18. <p>In addition, the LG also adhered to the procurement plan) for FY 2016/17. For example, the following projects were in the PDP and AWP/OBT for 2016/17.</p> <ul style="list-style-type: none"> • Construction of a 2 classroom block at Rwomugina P/S in Kinoni S/C & Nshwere P/S in Kenshunga S/C under SFG 2016/17 (<i>Proc Ref No: KIRU 562/WRKS/2016-2017/00063</i>) was in the approved PDP 2016/17 and also seen on page 101 of the approved AWP 2016/17. • Rehabilitation of Boreholes was in the approved PDP 2016/17 and also seen on page 110 of the approved AWP 2016/17.
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The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

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

0

• Non of the bid documents for infrastructure projects was prepared by 30th August 2017 of the current FY 2017/18. For example, out of a total of 22 infrastructure projects which required bid documents in the PDP for FY 2017/18, Eighteen (18) bid documents were prepared and approved by Contract Committee (CC) on 14th September 2017 under CC Minute Number 03/14/09/2017-2018 (9) which was after 30th August 2017 of the current FY 2017/18.

Maximum 6 points on this performance measure

- For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2

2

The Contracts Register for FY 2016/17 was updated and there was evidence of completed procurement activity files for FY 2016/17. For example,

- Construction of the Slaughter slab at Rusherere Town Board (*Proc Ref No: KIRU 562/WRKS/2016-2017/00041*).
- Mechanical Routine Maintenance of Bihemba-Rwigi-Rwetamu road (*Proc Ref No: KIRU 562/WRKS/2016-2017/00055*). Force Account at UGX56,644,460 contract value.
- Construction of classroom at Rwomugina P/S & Nshwere P/S (*Proc Ref No: KIRU 562/WRKS/2016-2017/00065*). Open Bidding at UGX 119,899,800 contract value.
- Grading of Butemberera-Kikatsi road (*Proc Ref No: KIRU 562/WRKS/2016-2017/00065*). Force Account at UGX 6,522,000 contract value.
- Completion of the Plant Clinic at Kiruhura District Headquarters (*Proc Ref No: KIRU 562/WRKS/2016-2017*). Selective Bidding at UGX 16,705,749 contract value.
- Construction of a Staff House at Nshwere HCII (*Proc Ref No: KIRU 562/WRKS/2016-2017/00064*). Selective Biding at UGX 27,868,579.

However, the contract register indicated variables such as; Department, Subject of Procurement, Pro Ref Number, Date of awards, Method of procurement, Contractor, Contract amount (UGX) and Contract number but did include a column of Serial Numbers and dates of entry into the Contract Register.

- For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.

2

There was evidence that Kiruhura district adhered to procurement thresholds as shown in the Contracts Register and Procurement files [i.e. LGPP form (1)] and PDP. For example, the value of all projects and the procurement methods used were within the thresholds recommended by PPDA. A sample of infrastructure projects below was considered and it showed that all bids below UGX 50,000,000 were procured using selective bidding while those worthy at least UGX 50,000,000, Open domestic bidding (ODB) was used. Framework contract was used on projects under the Force Account.

i. Completion the plant Clinic at Kiruhura District Headquarters (*Proc Ref No: KIRU 562/WRKS/2016-2017/00076*) estimated at UGX 55,000,000 in the PDP 2016/17 Registration Number 1. Open Domestic Bidding (ODB) was used.

ii. Construction of classroom at Rwomugina P/S & Nshwere P/S (*Proc Ref No: KIRU 562/WRKS/2016-2017/00065*). In PDP Reg Number 2 estimated at 124,250,000. Open Bidding.

iii. Periodic Maintenance of 50.4km of district roads. Force Account estimated at UGX 706,634,611.

vii. Grading of Butemberera-Kikatsi road (*Proc Ref No: KIRU 562/WRKS/2016-2017/00065*). Reg Number 26 in PDP 2016/17 estimated at UGX 8,615,108 in PDP. Force Account was used.

viii. Construction of the Slaughter slab at Rusherere Town Board (*Proc Ref No: KIRU 562/WRKS/2016-2017/00041*) in PDPD 2016/17 Reg Number 28 estimated at 8,000,000. Selective bidding was used.

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	0	<p>All works projects implemented in FY 2016/17 <u>were not appropriately certified</u> (i.e. completion certificates were not on the procurement files) for all projects based on technical supervision. Only progress reports were on file signed by the District Engineer and submitted to CAO.</p>
		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<p><u>Not all</u> the works projects for FY 2017/18 were labelled (Site Boards) indicating the actual contract value. For example, the site board for the completion of Plant Clinic at Kiruhura District Headquarters (<i>Proc Ref No: KIRU 562/WRKS/2016-2017/00076</i>) awarded to Nenoba Construction & General Supplies Ltd did not indicate the actual contract value (UGX 16,705,749 VAT inclusive).</p>
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<ul style="list-style-type: none"> All the 5 Bank Accounts had all been reconciled up to date (July to December 2017). The General Ledger Reconciliation Summary Report run on 6th February 2018 for all Accounts showed they had reconciled. This local Government is operating on IFMS.
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. 	2	<ul style="list-style-type: none"> From Payments register for 2016/17, and from the sample made on payments, Education Sector: The sample of payments worth 169,763,451 for Library at Lake Mburo & classroom at Rwomugina were paid on time in a period not exceeding 10 days. Waters Sector: Payments in respect of Bore holes & Shallow wells worth 92,982,130 was made on time in a period not exceeding one day

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<ul style="list-style-type: none"> The LG has a substantial Principal Internal Auditor. He was appointed 20th January 2015 and was confirmed the same day after waiving his probation by minute No. 43/01/2016 (viii) All Quarterly Audit reports for the previous financial year produced and were submitted to the relevant offices.
		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	<p>The LG has provided information to LG PAC and subsequently in the last Quarter of October - December 2017 quarterly meeting sitting on 9th and 10th January 2018 discussed the Internal Auditors report for period April to June 2016 for FY2016/2017.</p>
		<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 	1	<p>The reports were submitted to the Chairman / Speaker on the following dates Quarter 1. 27/10/2016, Quarter 2. 30/1/2017, Qtr.3 27/4/2017 and Qtr. 4. 28/7/2017. They were copied and received by the Auditor General, LGPAC, MOLG, RDC, Internal Auditor General, MOFPED & CAO- Accounting Officer.</p> <p>In respect of land encroachment of public lands for community dams. CAO responded and followed up with letter dated 18th September 2017. Ref: CR/218/1 and the Sub County chiefs have submitted lists of all public land.</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 	4	<ul style="list-style-type: none"> The Asset register is updated as per format in the Accounting Manual. All Non-Current Assets shown on page 32 & 42 of the Financial Statements for the period ended 30th June 2017 were posted and verified from the Asset Register.

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>Unqualified Opinion for the FY 2016/17. (Page 223 Auditor General Report on 29th December 2017)</p>
Assessment area: Governance, oversight, transparency and accountability				

<p>21</p>	<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>	<p>2</p>	<p>Council is functional and discusses service delivery issues for example:</p> <ul style="list-style-type: none"> • In a Council meeting held on 29/6/2017, Min. KFC /6/7/6/2017 discussion and approval of procurement plan 2017/18 Min. KFC/7/7/6/17 discussion and approval of revenue enhancement plan Min.KFC/8/7/6/17; discussion and approval of revised budget 2016/17 • In a Council sitting held on 5/5/2017 Min. KFC/6/6/5/17; discussion and approval of draft budget FY 2017/18 a) Social Services (health, education, CBS) b) Production and Natural Resources • Council sitting on 18/3/2017 Min. KFC/9/4/3/17; discussion of the district state of affairs as presented by the district chairperson Min. KFC/10/4/3/17 presentation and discussion of sectoral committee reports a) Production & Natural Resources committee report b) Finance, Administration and investments c) Works and technical services - Water d) Social services (health, education, CBS) • Ina Council sitting held on 5/5/2017; Min. KFC /6/6/5/17; discussion and approval of district budget FY 2017/18
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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	2	<p>The CAO appointed a staff member to coordinate response/feedback to citizens as shown in the appointment letter (Ref CR/281/1) dated 24/07/2017 and signed by the CAO.</p>
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	2	<p>The LG published information on public notice boards which also included pensioner payment schedule, staff pay roll of August - December 2017.</p>
		<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	1	<p>The LG procurement plan and awarded contracts and amounts are published on the LG noticeboards. For example</p> <p>The LG had displayed the status report on procurement update at the noticeboard 12/12/2017. Sample of contracts displayed include;</p> <ul style="list-style-type: none"> Construction of 12 institutional Ferro Cement tanks, awarded on 15/8/17, contractor; Mech (U) Ltd, amount shs 72,936,044- on-going Fencing of Kazo Market, awarded on 16th /11/2017, contractor; Samutu Enterprises Ltd, amount shs 22,029,420- on going
		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<p>“N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17”.</p>

24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	<p>The HLG communicates and explains the guidelines/circulars. The District CAO majorly communicates guidelines, circulars, and policies to LLGs through letters, during Budget conferences and TPC meetings. For example, TPC meeting dated 30th May 2017.</p>
	<p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	1	<p>The LG in the previous FY conducted discussions in form of community meetings and radio programmes with the public to provide feed-back on status of activity implementation. For example the LG had a radio program schedule for talk shows on radio 5 Rushere in Q1 and 2. The CAOs wrote a letter dated 9/8/2016, ref: CR/115/1 to HoDs to prepare for the radio talk shows.</p>

Assessment area: Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>			<p>There was evidence that the LG Gender Focal Person (GFP) provided guidance and support to sector departments on how to mainstream gender into their activities within FY 2016/17. For example,</p> <ul style="list-style-type: none"> • In FY 2016/17, CBS prepared quarterly workplans & presented them to TPC & DEC for discussion in the budget conference and approval. CBS developed an Annual Workplan for FY 2016/17 and FY 2017/18 which fed into the approved AWP/B for FY 2017 and AWP/B for 2017/18. • CBS held meetings with TPC on gender issues. • CBS designated an officer/CDO to the water sector who supported in community mobilisation, formation and training of Water User Committees (WUCs). There was evidence of a report on training of WUCs in 2nd quarter of FY 2016/17 dated 30th December 2016. The activity took place on 15th-16th December 2016 for institutional tank at Rwenjuba P/S, Ranyangwe P/S and for the boreholes in Rwozi 1 village. WUC were formed and trained to on specific activities to be undertaken to ensure continued functionality of the shallow wells. • Though there was no specific CBS officer/CDO designated to support the Health
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• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.

2

department, the GFP (SCDO) participated in the Development of the district HIV strategic plan (DHSP-II for FY 2015/16-2019/20 which took place on 13th April 2017. CBS also conducted HIV/AIDS awareness training. Community sensitization and awareness on issues was conducted in Kanoni S/C (on 30th July 2017) & Kenshunga S/C Conducted on 29th June 2017 on HIV/AIDS attended by 20 participants including Boda-boda cyclists). community sensitization and awareness on making 'The Will' conducted in Kenshunga S/C and Kitura S/C

- CBS supported the works department to mobilise communities, form and train infrastructure management committees (IMCs) for CAIP-3 roads. There was a report on retraining of IMCs for Agro-processing and value addition facilities (APFs) dated 8th April 2016 submitted to CAO by SCDO. The activity took place on 10th March 2016 in Nyakashashara S/C (Rurambira site) and on 6th April 2016 in Kinoni S/C (Naama site). IMC of Karengo-Rwambira-Nyanga road (CAIIP-3) was formed on 14th March 2016 and has 9 members (i.e. 4 women & 5 men).

Reports that were seen on file in Kiruhura DLG are below:

- Report on FAL program community mobilization meeting held in Sub Counties signed by the SCDO (Tukahirwa Norah, K) and submitted to CAO.
- Report on community awareness & Sensitization signed by the Ag. SPWO (Abaho Fortunate) and submitted to CAO. Topics included; Domestic violence, forms of domestic violence, most common causes of domestic violence, Possible solutions, Remedies according to law.
- CBS submitted report on Cases handled by the Probation & Social Welfare Office signed by Acting Senior Probation and Welfare Officer (SPWO) to TPC signed in FY 2016/17.
- CBS department performance report for 2nd Quarter for FY 2016/17 presented to Social Services Sector Committee. It indicated activity done, funds spent, venue location of activity & comments/remarks. Activities included community sensitization and awareness on probation issues, capacity building/refresher training for key stakeholders;

		<ul style="list-style-type: none"> • Report on home visit and data capture under OVC sector. In the following Kikatsi S/C on 19th November 2016; Kazo Town Council on 24th November 2016; Kiruhura Town Council on 3rd October 2016; Kenshunga S/C on 15th December 2016. • CBS conducted an OVC mapping exercise and recommended some households for OVC support. Report on support supervision conducted in 1st Quarter 2017. OVC workplan & Budget 2016/17 was also on file. • Brief Status Report for YLP since 2013/2014 in Kiruhura district LG as of 10th July 2017. Submitted to CAO on 10th July 2017 signed by the Acting SCDO with copy to District chairperson & RDC & District Youth Chairperson. • UWEP workplan for FY 2016/17 was developed.
<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	0	<p>There was evidence that gender focal person planned activities to strengthen women roles in current FY 2017/18 as shown in the approved AWP & Budget for FY 2017/18, and the quarterly i.e 1st, 2nd , 3rd & 4th Quarters. For example, CBS department Budget Framework paper FY 2017/18 presented to the Budget conference by SCDO. In it, CBS planned to conduct gender awareness trainings; gender mainstreaming workshops; collecting gender disaggregated data; conducting meetings to design strategies to address gender inequalities.</p> <p>Out of the actual total expenditure of UGX 300,689,215 on gender activities excluding wage in FY 2016/17, UGX 151,156,540 was spent on gender activities as per the final approved AWP & budget for FY 2016/17 and also as indicated in the final accounts for 2016/17. Hence representing 50.27 percent (inclusive of non-wage) for CBS department. This percentage was less than 90 percent.</p>

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

Environment screening & EIA (where applicable) was carried out on a total of 9 infrastructure project implement in FY 2016/17. For example,

- i. Environment and Social Screening Form (ESSF) dated 27th October 2016 and signed by the Environmental Officer for the periodic maintenance of Kazo-Buremba road was on file.
- ii. ESSF dated 25th October 2016 and signed by the Environmental Officer for the Construction of the Slaughter slab at Rusherere Town Board was seen on file.
- iii. ESSF dated 27th October 2016 and signed by the Environmental Officer for the Construction of classroom at Rwomugina P/S (Proc Ref No: KIRU 562/WRKS/2016-2017/00063) was seen on file.
- iv. ESSF dated 3rd November 2016 and signed by the Environmental Officer for the Mechanical Routine Maintenance of Bihemba-Rwigi-Rwetamu road was seen on file.
- v. ESSF dated 25th October 2016 and signed by the Environmental Officer for the Construction of classroom at Nshwere P/S (Proc Ref No: KIRU 562/WRKS/2016-2017/00063) was seen on file.
- vi. ESSF dated 27th October 2016 and signed by the Environmental Officer for the Construction of a VIP Latrine at Katagyengyera P/S was seen on file.
- vii. ESSF dated 22nd March 2017 and signed by the Environmental Officer for the Grading of Butemberera-Kikatsi road was seen on file.
- viii. ESSF dated 25th October 2016 and signed by the Environmental Officer for the Completion of the Mini Plant lab /Pnat Clinic at Kiruhura District Headquarters was seen on file.

<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	1	<p>Kiruhura District integrated environmental and social management plans in the contract bid documents/BoQs for infrastructure projects sampled. For example:</p> <ul style="list-style-type: none"> • Bid documents/BoQs for Completion of plant Clinic at Kiruhura District Headquarters (<i>Proc Ref No: KIRU 562/WRKS/2016-2017/00076</i>) provided for environment restoration at a cost of UGX 950,000 under Element No.10. Specifically, <ul style="list-style-type: none"> Sub Element No.10.01: Stone pitching or otherwise storm water channel as directed by the Engineer at UGX 700,000. Sub Element No.10.02: Planting of shade trees in compound and maintaining (fruit trees inclusive) at UGX 150,000. Sub Element No.10.03: Levelling & vegetation by planting <i>Passiparum</i> at UGX 50,000. Sub Element No.10.04: Proper management of construction debris at UGX 50,000.
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		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p><u>Not ALL</u> completed infrastructure projects were implemented on land where LG has proof of ownership (e.g Land title or agreement).</p> <p>For example, there was no evidence/proof in form of Agreement or MoU between Kiruhura DLG and the Religious Bureaux (CoU) where the following infrastructure projects implemented in FY 2016/17:</p> <p>i. Construction of classroom at Rwomugina P/S & Nshwere P/S (<i>Proc Ref No: KIRU 562/WRKS/2016-2017/00063</i>) which are Government aided schools. Nshwere P/S belongs to Church of Uganda.</p> <p>However the following infrastructure projects were implemented on land where government had proof of ownership.</p> <p>i. Completion of plant Clinic at Kiruhura District Headquarters (<i>Proc Ref No: KIRU 562/WRKS/2016-2017/00076</i>) was on Government land with a land title (FRV 607).</p> <p>ii. Construction of Slaughter slab was also on Government land with a land title (FRVMBR130).</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><u>Not All</u> completed projects had Environmental and Social Mitigation Certification Form completed and signed by the Senior Environmental Officer (SEO) or Environment Officer. For example, all projects that were screened at the beginning (whereby the ESSF were signed by the Environmental Officer) were NOT certified by SEO on completion.</p> <p>In other words, Environmental and Social Mitigation Certification Forms for completed infrastructure projects were not in place/not seen on file.</p>



LGPA 2017/18

Educational Performance Measures

Kiruhura District

(Vote Code: 562)

Score 73/100 (73%)

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 <ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>The LG has budgeted for a Head teacher and a minimum of 7 teachers per school according to Performance Contract CR/1208/1 signed by CAO on 19/4/2017 and PS/ST on 21/4/2017. The budgeted amount is Shs 6,825,127,000 as per work plan and budget FY 2017/18 Page 101.</p> <p>The LG has deployed a Head teacher and a minimum of 7 teachers in the 137 public primary schools as per the list of schools and Staff lists as of December 2017.</p> <p>In the sample of schools visited, at Bubaare, there is a Head teacher and 11 teachers for 563 pupils (253 M 310 F). In Nyakaturura, there is a Head teacher and 9 teachers for the 311 pupils. In Nyakateete, there is a Head teacher and 9 teachers for the 371 pupils (195 M 176 F), while at Rwemirabyo (rural), there is 1 Head teacher and 7 teachers for the 147 pupils (71 M 76 F).</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	3	<p>LG has substantially recruited all primary school teachers with a wage bill provision.</p> <p>The approved structure in the LG Performance Contract indicates 1,299 teachers. Filled posts are 1,055 according to the staff registers</p> <p>This represents a 81.2% filling of the structure for primary teachers with a wage bill provision.</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	6	<p>The approved structure provides for 3 Inspectors. Mr Lamech Mwiine Mirembe, Mr John Bosco Tumwesigye, and Mr. Robert Agume are in place</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>The following positions were included in the recruitment plan submitted to HRM on 14/1/2017; 153 Education Assistants</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 was no need for recruitment of School Inspectors since the positions were already filled.</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</p> <ul style="list-style-type: none"> 100% school inspectors: score 3 	3	<p>The LG had 02 Inspector of schools in the FY 2016/2017. All were appraised by August 2017(CR/D/10684 and CR/D/10103)</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY.</p> <ul style="list-style-type: none"> 90% - 100%: score 3 70% - 89%: score 2 Below 70%: score 0 	2	<p>The LG had a total of 114 primary school head teachers in the FY 2016/2017. 10% sample (11 primary school head teachers was taken). 8 head teachers had complete appraisals (both a performance agreement and a performance report and 03 were either missing a performance agreement or a report)</p>

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	0	<p>The LG Education Department had not communicated all policies, guidelines and circulars issued at national level in 2016/17</p>
		<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	2	<p>The school feeding circular had been disseminated to head teachers in their meetings and on Radio5 on 28/12/2017. The LCV Chairperson participated in the radio programme. The Primary Teachers Recruitment Guidelines and the Teachers Support Supervision and Teachers' Absenteeism guidelines were disseminated through a Head teachers meeting on 14/6/2016 and a workshop from 10-11/1/2018 where 80 and 171 Head teachers were in attendance respectively.</p>

		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	The recommendations have been followed-up and used for corrective action. For example retired teachers at Buremba have been replaced. At Bunonko, the Head teacher has been cautioned and has improved her presence in subsequent inspections.
9	The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	0	LG has not submitted accurate / consistent data with EMIS data obtained from MoES. LG shows a total 205 (137 public and 68 private) primary schools while MoES EMIS shows a total of 204 schools
	Maximum 10 for this performance measure	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	LG has not submitted enrolment data for all schools consistent with EMIS report and OBT. LG indicates a total enrolment of 51,667 (25,596 M 26,071 F) while MoES EMIS shows a total of 66,410 (32,594 M 33,816 F) pupils

Assessment area: Governance, oversight, transparency and accountability

10	The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council	<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>On 26/4/2017 under 9/2017 the committee met and discussed the status about the progress for construction of Kazo Technical School.</p> <p>Council approved sector implementation Plan on 10/5/2016 under Min KFC/29/5/5/16</p>
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Maximum 4 for this performance measure

		<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>On 26/4/2017 under Min 9/2017 the committee met and recommended construction of classroom blocks at 3 primary schools (Rwamuranda, Orwigi, and Rwandakasi).</p> <p>On 10/8/2016 under Min 7/10/2016 the committee presented issues that required approval to Council, namely; the procurement of 538 twin desks to 40 primary schools.</p> <p>On 13/10/2016 under Min/2016 the committee discussed the procurement of a double cabin vehicle for the department</p>
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	0	<p>Less than 80% of primary schools have functional School Management Committees. Some schools have not held the mandatory 3 SMC meetings. In copies of five randomly selected school files at the DEO's office, the following schools had held SMCs as follows;</p> <p>Kashwa (10/4/2017, 31/8/2016, 16/2/2017), Kinoni (16/1/2017, 3/5/2017, 27/7/2017), Mbuga (9/2/2017, 27/7/2016), Nshwere (21/6/2017, 2/8/2017, 26/2/2017) and Nyakahita (31/3/2017, 26/6/2017).</p> <p>In the visited schools, Kashwa (rural) had held the following SMC meetings 8/9/2017, 14/8/2017 and 31/7/2017. No SMC was held in term I. In Rushere Model, only two meetings had been held; on 9/1/2018 and 10/11/2017. In Bijubwe, SMC meetings in 2017 were held on 22/11/2017, 3/10/2017, 14/6/2017, and 31/3/2017. In Kyabagyenyi, SMC meetings were held on 11/1/2018, 4/12/2017, and 10/3/2017. No meeting was held for term II. In all cases of SMC meetings, Head teachers' reports are presented and discussed.</p>

12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>In the visited schools, at Kashwa, the non-recurrent wage grants were displayed in the Head teacher's office. Shs 1,460,008 had been received for term III. In Rushere Model the non-wage recurrent grants were displayed in the Head teacher's office. At Bijubwe, they were displayed in the Head teacher's office and in the staff room. Shs 1,439,395 was received, while at Kyabagyenyi, the non-recurrent wage grants were displayed in the Head teacher's office. Shs 1,104,047 was released for Term III, 2017.</p>
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Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>The sector had submitted procurement requests for all investment items in the approved sector annual work plan and budget before the 30th April 2017 deadline as follows:- Construction of classroom at Rwamuranda, and Orwigi primary schools on 28/8/2016, procurement of a vehicle on 29/8/2016, and supply of twin desks to selected schools on 30/12/2016.</p>
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 Contract samples, all the Classroom & Library construction Contracts were completed within the agreed period and payment requests and certificates of Library at Lake Mburo and Classrooms at Rwamigina PS worth 169,763,417 Ugx in respect to the above projects, It was established payments were made on time. Not exceeding two days period from the day the payment of request was made.</p>

Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	4	<p>The annual performance report for the previous year was submitted to the Planner on 14/7/2017 before the prescribed date of mid-July</p>
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16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	2	<ul style="list-style-type: none"> • The Sector had 9 queries during the FY. • Entities : Rwanda Kikatsi P/S, Akatenga P/S, Education Office, Kaaro H/S, Burunga Seed SS, All 19 Government Aided Schools & Kinoni Community H/S • Nature of Query : Cross Cutting unless specified: <ul style="list-style-type: none"> • (i) Poor Classroom structure at Rwanda Kikatsi P/S. • (ii) Student enrollment records not updated at Akatenga P/S • (iii) Shortage of teaching at Kakangate P/S • (iv) Irregular inspection of Primary Schools by the District inspectorate. • (v) Nonexistence of Books of Accounts at Kaaro H/S. • (vi) Lack of monthly reconciliation statements for Kaaro H/S. • (vii) Un updated cash book at Burunga Seed SS. • (viii) Failure to maintain students ledgers and vote books for ALL 19 government Aided schools • (ix) Poor bookkeeping at Kinoni Community High School in regard to USE & PTA Funds <p>They were all responded too and the status of implementation was availed on the letters dated 22/12/2016 & 22/01/2017</p>
Assessment area: Social and environmental safeguards				

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc....: Score 2 • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	<p>2</p> <p>0</p> <p>0</p>	<p>The LG Education department in consultation with the gender focal person had disseminated guidelines on gender in letter dated 5/2/2017 captioned “Gender related issues in the district”.</p> <p>The Education department in collaboration with the gender focal person had not issued and explained guidelines on sanitation.</p> <p>Guidelines on gender composition on SMCs have not been met. The guideline states that at least 30% of the SMC members representing the Foundation body on the SMC shall be female.</p> <p>In visited schools the following females on SMCs are from the Foundation body; Jovanice Mujuni and Marble Kwetaka (Kashwa P.S), Constance Kereere, Naomi Rwantwenda, and Alice Kamuguna (Rushere Model School), Norah Mugyenzi and Kellen Bikaga (Kyabagyenyi P.S). At Bijubwe P.S only 1 female representing the Foundation body on the SMC was found – Nice Kashozi.</p>
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>LG Education department in collaboration with Environment department issued guidelines on environment management in a Head teachers meeting held on 20/1/2017. Issues of tree-planting and having a talking compound in schools were discussed.</p>



LGPA 2017/18

Health Performance Measures

Kiruhura District

(Vote Code: 562)

Score 56/100 (56%)

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	<ul style="list-style-type: none"> • The wage bill for FY2017/2018 provides for 484 staff • Of these 265 are in post • There are 276 gaps • Staffing is at 54.8% • There is an internal advert for 16 positions dated 13/11/17 and on the website http://kiruhura.go.ug/opportunity/public-service-lg-job-descriptions though was dated April 2010
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<ul style="list-style-type: none"> • There is a recruitment plan dated 23rd October 2017 to recruit a total of 16 staff. • There is an internal advert number 2 of 2017 dated 13th November 2017 • There is another advert listed on the website www.kiruhura.go.ug
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 	4	<p>The LG had 2 HCIVs and 7 HCIII. All the HC IV In-charge did not have appraisals on file(CR/D/10288 and CR/D/10343)</p> <p>04 HC IIIs were sampled and all the in-charges had complete appraisals signed by the CAO(CR/D/10130, CR /D/10477, CR/D/10560 and CR/D/10129)</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	4	<ul style="list-style-type: none"> • The health worker deployment lists seen at the sampled facilities match with those at the DHO office <p>Kazo HCIV –DHO-29 HC-29</p> <p>Kashongi HCIII DHO-12 HC-12</p> <p>Kiruhura HCIV-45 HC-45</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<ul style="list-style-type: none"> • In charges reported that they pick guidelines when they go to the DHO office for meetings • The DHO also distributes while on support supervision • There is also the use of the official MoH SMS platform of 6767 to communicate short messages and emails • At the facilities visited, the following were found • At Kazo HCIV there were clinical guidelines 2016, email from the DHO on 29th May 2017 with an attachment on guidelines for use of PHC funds. • At Kashongi HCIII there were the clinical guidelines 2016, Critical core indicators 2016/2017 • At Kiruhura HCIV there were Malaria in pregnancy guidelines March 2015, ADM 264/sos/01 on mentorship for health workers dated 3/10/2010 from MoH
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		<ul style="list-style-type: none"> Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	3	<ul style="list-style-type: none"> In a meeting on 13th June 2017 Minute 6, there was a discussion in using the new HIV care and treatment guidelines In a meeting on 4th January 2018 Minute 4 a circular on ICCM to be led by TASO rather than UNICEF was shared.
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	0	<ul style="list-style-type: none"> The reports reviewed only showed supervision of Kazo HCIV on 3rd May 2017. There was no other supervision
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	3	<p>FY2016/2017 DHT supervision reports</p> <p>Q1 report dated 29/09/16</p> <p>Q2 report dated 12/01/17</p> <p>Q3 report dated 02/12/17</p> <p>Q4 report dated 09/05/17</p>
7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	4	<ul style="list-style-type: none"> There are two HSDs in Kiruhura Kiruhura HCIV supervised all the units under it as per the following report Q1 – 22/9/16. Q2 – 14/12/16, Q 3 – 24/03/17, Q4 – 5/6/17 Kazo HCIV supervised only 3 times in the whole year as per the reports below: Q1 – 15/11/16, Q2 – NOT DONE, Q3 – 31/05/17, Q4 – 31/07/17

8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	4	<ul style="list-style-type: none"> In Kazo HSD On 21st July 2017 the stakeholders meeting Minute 7 discussed how to manage hepatitis vaccination which is being done randomly at the facilities In a meeting on 28th June 2017 under Minute 4/6/17, it was discussed to display PHC funds on notice boards as well as hold quarterly HUMC meetings From the supervision log book at Kashongi HCIII, the following actions were seen <ul style="list-style-type: none"> On 17/01/17 page 492215 (flip side) the DHT recommended start weekly review meetings and maintain live lists of surveillance On 02/11/16 on page 492215 (supervision from HSD) there was no vaccination due to faulty fried and the fried was now functional On 27/07/16 on page 492212 (supervision from HSD) repair gutters for roper water harvesting.
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities which are consistent with both HMIS reports and OBT: score 10 	0	<ul style="list-style-type: none"> HMIS has 49 facilities while OBT has 37

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 <ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<ul style="list-style-type: none"> The council met on 5th May 2017 and under minute KFC/6/6/5/17 the Annual work plan including the health sector plan was approved <ul style="list-style-type: none"> The standing committee on social services on the following dates discussed their sector reports including health; <ul style="list-style-type: none"> 26th April 2017 Min 9/2017(c) health 8th December 2016 Min 3/2017 DEO and DHO reports 13th October 2016 Min 9/2016 (a) Health
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 5 If 80-99% : score 3 If 70-79%: : score 1 If less than 70%: score 0 	0	<ul style="list-style-type: none"> At Kiruhura HCIV, the HUMC only held 3 meetings in FY16/17 At Kashongi HCIII, the HUMC also held only 3 meetings in FY16/17 Kazo HCIV held all the 4 mandatory HUMC meetings Only 1 out of 3 facilities had all 4 mandatory meetings (33.3%)
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<ul style="list-style-type: none"> All 3 sampled facilities had PHC grant details pinned up on the notice board
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	<ul style="list-style-type: none"> • A consolidated procurement plan including health was submitted to PDA on 7/07/17 to MoFPED and MoLG on 13/07/17 <ul style="list-style-type: none"> • There are no capital items in health for FY17/18 • PP1 seen as below is submitted as and when recurrent supplies are needed • Fuel 18/12/17 • Motorcycle service 14/12/17 • Fuel 8/12/17 • Motorcycle Service 13/11/17
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	8	<ul style="list-style-type: none"> • The HCIV directly deals with NMS through the online system. For Kiruhura a hard copy of the procurement plan is available in the DHO office received by NMS on 10/1/18 under code HF0769 and HF0695 for Kazo HCIV • Kashongi HCIII had current NMS delivery notes in the stores files. Through the PUSH methods they submitted all their requests to NMS through the DHO who coordinates on behalf of the whole district
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	0	<p>No development funds for the last two financial years and hence no payments made to the suppliers. Funds available for Wage and Non-Wage recurrent expenditure.</p>

Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	4	<p>On 14th July 2017, the health sector submitted their annual performance report to the planner 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 	2	<ul style="list-style-type: none"> The Sector had 6 queries during the FY. Entities : Sanga HC IV, Rurambira HC II, Kiruhura HC IV, Kanoni HC III & DHO office. Query : Un less specified cross cutting among the facilities: <ul style="list-style-type: none"> (i) Lack of Authorization of Drugs issued out to 23 Health Units under Sanga HC IV. (ii) Faulty drug requisition procedures for Rurambira HC II & (iii) Lack of daily attendance register for medical staff at Kiruhura HC IV (iv) Staff absenteeism at Kanoni HC III (v) Improper accountability of Drugs at Sanga HC IV. (vi) In adequate inspection of Health Centres by DHO <p>They have been responded to and the status of implementation of recommendations was availed in letters dated 21/6/2017 & 26/9/2017.</p>

Assessment area: Social and environmental safeguards

18	Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities. Maximum 4 points	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	0	<ul style="list-style-type: none"> • Only 2 out of 3 sampled units have at least 30% composition of females • Kazo HCIV – 2F, 7M • Kashongi HCIII – 3F, 4M • Kiruhura HCIV – 3F, 5M
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<ul style="list-style-type: none"> • No guidelines could be traced at any of the 3 sampled health facilities
19	The LG Health department has issued guidelines on medical waste management Maximum 2 points	<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	<ul style="list-style-type: none"> • No guidelines could be traced at any of the 3 sampled health facilities



LGPA 2017/18

Water & Environment Performance Measures

Kiruhura District

(Vote Code: 562)

Score 75/100 (75%)

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>According to Ministry of Water and Environment (MoWE) formula, Kiruhura District has a safe water coverage of 43%. Sub-counties below the district average include; Burembe 29%, Kazo 20%, Kikatsi 30%, Nkungu 12%, Nyakashasashara 40% and Rwemikoma with 19% safe water coverage. Review of Annex 04- Allocation of water facilities according to sub-counties FY 2017/18 showed that all the sub-counties below district average have either a planned borehole to be drilled or construction of a new institutional tank. (out of the 10boreholes and 10 institutional tanks to be drilled and constructed respectively) other sub-counties below district average will benefit from the planned borehole repairs. This is in line with the National guidelines that stipulate consideration of sub-counties with coverage below district average first and National water policy of “some for all, not all for some.”</p>
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>In Annual progress report for FY 2016/2017 dated 14th/07/2017, Kiruhura District implemented the following water projects: Construction of 20 institutional Rain Water Harvesting tanks at least one tank in each sub-county, drilled 8 boreholes of which somewhere in the sub-counties of Burembe, Nkungu, and Rwemikoma which were below average, Rehabilitated 37 boreholes in all sub-counties and Water quality testing among others. It was established that all sub-counties below district average had water projects implemented in the Financial Year.</p>
Assessment area: Monitoring and Supervision				

<p>3</p>	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	<p>10</p>	<ul style="list-style-type: none"> • The district had five water projects in FY 2016/2017 and inspection & supervision reports were filled as follows; <p>Supervision and inspection report dated 31st/03/2017 on the rehabilitation of 15 boreholes (Lot 2); percentage completion was at 98%. Report addressed to CAO and copied to RDC, LCV Chairman, Secretary Contracts Committee and Principal Internal Auditor</p> <p>Supervision report on the drilling of 8 boreholes in Kasonji, Kitura, Engari, Buremba and Kanoni. Report dated 31st/03/2017 and drilling works on these water points has a completion percentage of 30%</p> <p>Dated 15th/06/2017, supervision report of Lot1- construction of 10 institutional tanks in the sub-counties of Engari, Buremba, Burunga, Rwemikoma, Nkungu and Kazo sub-counties. By date of supervision percentage completion was 100%</p> <p>Supervision report on the rehabilitation of 5 boreholes-Lot 3 dated 22nd/06/2017 and percentage completion was 100%</p> <p>Supervision report on construction of 5-stance line VIP latrine at Nkungu market dated 29th/05/2017 and percentage completion was 100%</p> <p>Supervision report on the construction of 10 institutional tanks Lot-2 dated 15th/06/2017 and percentage completion was 100%</p> <p>Most WSS facilities were monitored, by the time of assessment there was no report on water quality testing for 148 sources in the district yet it was among the implemented water projects.</p> <p>Percentage inspection was 80%</p>
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4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	10	<p>According to District Rural water supply data Base-Form 1: Data collection for point water sources dated 14th/07/2017 new facilities included 08 boreholes and 37 Institutional tanks</p> <p>List and status of existing water sources in the district was 1057 water sources with 94% functionality</p> <p>List of projects for FY 2017/2018 include; construction of 10 institutional rain water harvesting tanks, repair of 5 boreholes, design of two solar pump system and repair of 5 institutional tanks</p> <p>In OBT, Output 098180: Construction of pit latrine in RGC</p> <p>Output 098180: Borehole drilling and Rehabilitation</p> <p>The information in OBT is consistent and accurate with the data submitted to the Ministry of Water and Environment.</p>
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Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<p>The water department submitted procurement requests on the 06th/June/2017. This is beyond the stipulated time of submission.</p>
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6

The DWO has appointed Contract Manager and has effectively managed the WSS contracts

Maximum 8 points for this performance measure

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

0

The District water department had projects implementation plan for example one agreed upon with NIJ Engineering & Consultancy Co Ltd starting on 2nd February to 23rd April for construction of Institutional tanks Lot1 &2 dated 25th/02/2017. However, by the time of assessment there were no proof of site meetings in form of minutes, reports and action plan. Again the DWO did not appoint a contract manager to ensure effectiveness.

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

0

Review of BOQs for the implemented projects 2016/2017, the technical specifications could not be seen embedded in the Bills of Quantities by the time of assesment.

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

0

There was no single water project that had a project handover report from the contractor to the District Local Government. There was an argument that most projects were still under retention period and those past it respective contractors had not claimed for their retention payment that would come along with hand over reports.

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

0

For all implemented projects, the DWO issued certificates of completion these included;

Interim certificate issued to NIJ Engineering & Consultancy Co Ltd for construction of 10 Rain Water Harvesting Tanks Lot 2 dated 13th/06/2017 worth 64,852,714. The project is still under retention period

Interim certificate issued to Multiple Enterprises and Services Ltd for construction of 5-stance line VIP latrine at Nkungu market dated 6th/06/2017 worth 19,942,343. However, it should be noted that well as DWO issued certificates, documentation of completion reports of the implemented water projects was not done.

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>From the Contract samples, all the Water Project Contracts have a duration of six to ten months (e.g. Start date 25/8/2016 to End date 25/9/2017) and payment requests and certificates of a Mini Solar Piped Water System of 39, 558, 645 Ugx, It was established payments were made on time. Not exceeding two days period from the day the payment of request was made.</p>
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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 	5	<p>The water department submitted annual performance report for FY 2016/2017 to the Planning unit as follows</p> <p>Quarter four submitted on 14th/7/2017</p> <p>Quarter three submitted on 18th/04/2017</p> <p>Quarter two submitted on 19th/01/2017</p> <p>Quarter one submitted on 19th/10/2016</p> <p>The department submitted annual performance report including the quarterly reports in time to the planning unit</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 If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	3	<ul style="list-style-type: none"> The Sector had one query during the whole FY. This was in respect of land encroachment of public lands for community dams. CAO responded dated 1st September 2017. Ref: CR/218/1 to all Sub County Chiefs and Town Clerks to ensure that all public land in their jurisdiction is documented and a list submitted to him for action. The Sub County chiefs and Town Clerks have complied and submitted lists of all public land in their Areas.
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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>Under Min:6/16-17: First quarter, the committee on Works and Technical services discussed and approved the institutions to benefit from the 20 Institutional Rain Water Harvesting Tanks (RWHTs). The committee meeting was held on 26th/08/2016</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>The 3rd Council meeting held on 22nd/12/2016 under MIN:KFC/6/3/12/16:Presentation and discussion of Standing committee reports. Under this minute the chairperson Works and Technical committee presented to council sector report and it was approved.</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	2	<p>Annual Work Plans, budget release and expenditures were displayed on district notice board as per PPDA Act. It was also found out from the Advocacy report dated 22nd/01/2017 conducted in 5 sub-counties for FY 2016/2017 that water & sanitation situation including planned projects where discussed.</p> <p>Dated 13th/01/2016 report on water and sanitation presented to the district advocacy meeting detailing water status and agreed action points for the financial year.</p>
		<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	2	<p>All WSS project sampled and visited where labelled clearing indicating the name of project, date of construction ,contractor and source of funding.For instance the Rain Water Harvesting Tank at Kitongole Progressive Primary School had a label that showed HIJ Engineeering and Consultancy co Ltd as contractor, DWSCG as the source of funding and Kiruhura District LG as the client. Rwamagufu Borehole in Kanoni sub-county had a label that sowed DWSCG as the source of funding, FY 2016/17 as period of impleementation and ICON as the contractor. Kyampangara Primary School Rain Water Harvesting Tank in Kazo sub-county also had a label.</p>

		<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	Tenders and contract award displayed on the district notice board by the time of assesment
12	Participation of communities in WSS programmes Maximum 3 points for this performance measure	<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	Review of community application file showed that communities applied for water/sanitation facilities as per sector critical requirement. For example, Byabasiita village in Burunga sub-county applied for a borehole by writing an application letter to CAO through DWO dated 28th/08/2017 There was proof of community contributions for example Receipt (No: RECT-01699) payments by Byabakatsi village LC1 to Kiruhura District LG as co-funding amounting to 200,000/= for drilling of a bore hole. Money was paid on 17th/10/2017. Receipt Number RECT-01746 paid by St. Gonzaga Vocational Secondary school in Kyabwayera. The community/ Institute contributed 100,000/= to the construction of Institutional Rain Water Tank. Contribution was made on 17/10/2017
		<ul style="list-style-type: none"> Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	0	According to Kiruhura District water department software report, the district has approximately 86% of the WSCs functional. However, field visits to sampled water facilities for instance Rwamagufu Bore hole in Kanoni sub-county members admitted not collecting user fees as a result of negative political pronouncement from local political leaders against the initiative. With institutional Rain water harvesting tanks visited e.g at Kyampanga Primary school beneficiaries considered the facility a sub-county infrastructure and there were signs of crisis actions as opposed to preventive maintenance.
Assessment area: Social and environmental safeguards				

13

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

Maximum 4 points for this performance measure

- Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2

2

For projects implemented in FY 2016/2017 environmental screening (as per templates) was conducted. For example, Environmental and Social screening form (ESSF) for Rwamagufu Borehole project in Kanoni sub-county dated 19th/01/2017 signed by the Environment Officer

Environmental and Social screening form (ESSF) for Hugwaka Primary School Rain Water Harvesting Tanks in Nyakashashara sub-county conducted on 20th/01/2017

ESSF for a 5-stance VIP line latrine in Nkungu market- Nkungu sub-county conducted on 19th/01/2017. All the projects implemented only required Environmental Screening only.

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

0

There was no report on any environmental follow-ups in the project files reviewed

- Evidence that construction and supervision contracts have clause on environmental protection: score 1

1

Contract signed between Kiruhura district and NIJ Engineering & Consultancy co Ltd for the drilling of boreholes has clause 2:20 concerning treatment of failed and abandoned boreholes through use of appropriate soils from 5metres down from ground that would necessitate growth of trees and grass.

Clause 1:06 of the contract signed between Kiruhura District LG and NIJ Engineering & Consultancy co. Ltd- construction of 10, 15m3 Rain water harvesting tanks Lot2 emphasized reshaping of ground to match existing ground and provide for planting of grass and trees as shall be directed by supervisor to reduce effects of environment

14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	0	<p>Review of water department software reports indicated that the district had 1389 water sources with 86% of sources with functional committees. However, findings from sampled committees indicated that well as women occupied key positions none of the sampled committees had at least 50% membership by women. For example Kaitenturegye had 25%, Kakunyu 22%, Nyamirima 25%, Kajuzya 40% and Kakunyu 40% of women membership. This was attributed to gender stereo-type in the communities.</p>
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<p>Sampled public sanitation facilities included 5-stance VIP line latrine in Nngungu market, 5-stance VIP line latrine in Rushere Town board-Kenshoga sub-county, 5-stance VIP line latrine in Nyakasharara sub-county. All the sampled facilities were constructed using the District Rural water and sanitation conditional Grant. They were all found with adequate space, earmarked stances for both men and women with ramps for People with Disability (PWDs)</p>