



## LGPA 2017/18

Accountability Requirements

Kiryandongo District

(Vote Code: 592)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	xxx	<p>Not Compliant – Kiryandongo District submitted the APC 2017/18 to MoFPED after the deadline (i.e. not submitted before 30th June 2017) as per MoFPED/PAC Secretariat Receipt dated 5th/8/2017 and Receipt Number 4080.</p>	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxx	<p>Compliant – Signed and stamped documented evidence indicated that Kiryandongo District submitted a Final APC/Budget 2017/18 to MoFPED (Receipt dated 5th/9/2017 and Receipt No: 4080) accompanied by a Procurement Plan (appended after page 34 as Appendix 3).</p>	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	xxxxx	<p>Not Compliant – Kiryandongo District Q4 Consolidated Report for the FY 2016/17 was submitted late to the MoFPED on the 5th/8/2017 (Receipt No: 3532), hence a delayed submission (after 31st July 2017).</p>	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>Not Compliant – All 4 quarterly reports for the FY 2017/18 were duly submitted but Q4 submitted late (i.e. Q1 - 7th/12/2016 Receipt No: 0153; Q2 – 23rd/2/2017 Receipt No: 0400; Q3 – 23rd/5/2017 Receipt No: 0753; and Q4 – 29th/8/2017 Receipt No: 4574).</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 LG provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous FY. The submission letter dated 7th /3/2017 was submitted/ received on 10th /3/2017. All the audit queries were responded to by the LG.</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>Kiryandongo DLG obtained an unqualified audit opinion in FY 2016/17 according to the Annual report of the Auditor General 2017.</p>	<p>Yes</p>



## **LGPA 2017/18**

Crosscutting Performance Measures

Kiryandongo District

(Vote Code: 592)

Score 65/100 (65%)

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"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 2.</li> </ul>	0	<p>At the time of the assessment, there was documented evidence that Kiryandongo District had formed a Physical Planning Committee (PPC) – a copy of CAO's appointment of PPC members was seen – explaining the role of the PPC – and copies of the PPC minutes for meetings carried out 2 out of 4 times (i.e. on the 31st/10/2016 and the 28th/6/2017), in effect meeting one per calendar year. The limited number of meetings helped gauge the PPC's functionality at the time of the assessment (as at 9th/2/2018) – i.e. the minutes demonstrated that the PPC rarely sat to help approve/consider new investments. Therefore, based on evidence from minutes and the fact that the PPC reportedly met on a quarterly basis, Kiryandongo District never met the requirement of considering the new investments within 28 days of receipt of applications. NB: Kiryandongo District has 3 Town Councils, with none said to have functional PPCs based on documentation in the hand of the District Physical Planner.</p>

		<ul style="list-style-type: none"> <li>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</li> </ul>	0	<p>While Kiryandongo District had a Physical Planning Unit, with a Physical Planner and some funding of the physical planning function, at the time of the assessment (9th/2/2018), there was no records to refer to and no documented evidence (minutes) available for proof of the approval of plans consistent with the Physical Plan. While official records got from MoLHUD, (Status of Physical Planning in Uganda 2017, the MoLHUD Physical Planning Department (2015) considered Kiryandongo District to have had available valid Structural Plans and valid Detailed Plan for 3 town councils (as seen on Page 5). No Physical Plan was submitted to the assessment team for verification of Kiryandongo District Structural and Detailed Plans let alone council approval of the same. Indeed there were no records (minutes) of the District Council having approving either a Structural Plans or Detailed Plans referred to by MoLHUD and Kiryandongo District.</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	2	<p>Kiryandongo District held a Budget Conference on 16th/11/2017. Based on the contents of the Budget Conference Report (BCR), there was some evidence that the AWP 2017/18 was based on outcomes of the budget conference. The BCR contained departmental presentations that specified the priorities that were easy to glean from the AWP 2017/18. For education, classroom construction is seen on page 2 of the AWP 2017/18 and again seen on page 2 of the BCR. For health, installation of electric meters at Kiryandongo is seen on page 1 of the AWP 2017/18 and on page 2 of the BCR. For water, drilling boreholes (in Kimogora and others) is seen on page 4 of the AWP 2017/18 and page 2 of the BCR.</p>

		<ul style="list-style-type: none"> <li>• 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.</li> </ul>	2	<p>There was evidence that the capital investments in the approved AWP 2017/18 were derived from Kiryandongo District's 5-year Development Plan (MDP) 2015/16-2019/20 (especially the project profiles in the appendix). On the AWP-MDP linkages, the approved AWP (page 1) shows that the education sector investments e.g. construction of classrooms appears in the DDP on pages 191 and 270. For health, the capital investments that are approved and captured in the AWP include construction of OPD (page 1) that appears also in the DDP on page 184. On water, the approved AWP (page 4) shows that the water sector investments e.g. drilling boreholes appears in the DDP on pages 196 and 301.</p>
		<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1.</li> </ul>	1	<p>During FY 2016/17, Kiryandongo District TPC met several times. Indeed, some TPC minutes on file for FY 2016/17 offered documented proof that the TPC discussed the developed project profiles seen in the DDP (2015/16-2019/20) annexes – a pointer to the robustness of the planning function by the District Planning Unit. Indeed, for the FY2016/17, NPA's (2017) Certificate of Compliance with Planning Guidelines awarded Kiryandongo District a score of 75% on the robustness of the planning process, the emerging overall average score only hovered below average (58.0%) when all planning aspects were kept into view (see page 82).</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"> <li>• 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.</li> </ul>	1	<p>The Draft Statistical Abstracts (as at the time of the assessment – 9th/2/ 2018) were seen to capture some gender-related and gender dis-aggregated data (e.g. on pages 7 on district population and page 29 on number of teachers and pupils). However, even in a status (only about 10% completion), there was evidence that the TPC of the 30th/5/2017 (min.5/05/2017) deliberated on data in the statistical abstracts in ways that would help influence allocations and decision making. Still, the District Planning Unit appeared to require the assistance of UBOS to help beef up and finalise the draft statistical abstract.</p>

4	Investment activities in the previous FY were implemented as per AWP.  Maximum 6 points on this performance measure.	<ul style="list-style-type: none"> <li>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</li> </ul>	2	All (100%) infrastructure projects implemented in FY 2016/17 by Kiryandongo District were derived from the approved AWP and APC/budget as per the 29th/8/2017 Q4 Consolidated Report FY2016/17. A sample confirmed that whatever was implemented was as per plan and budget. For education, classroom construction is seen on page 100 of the AWP 2016/17 and page 151 of the Q4 Consolidated Report for the FY 2016/17. For health, OPD construction is seen on page 97 of the AWP 2016/17 and page 148 of the Q4 Consolidated Report for the FY 2016/17. For water, borehole drilling is seen on page 108 of the AWP 2016/17 and page 149 of the Q4 Consolidated Report for the FY 2016/17.
		<ul style="list-style-type: none"> <li>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</li> </ul>	2	Most (90.5%) of the projects implemented in FY 2016/17 were completed as per work plan – with 19 completed against the 21 budgeted and planned for as per approval by council. This means, therefore, that as per approved budget and plan, only 2 projects were not completed (i.e. going by the implementation status captured in the Q4 Consolidated Report 2016/17).
5	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  Maximum 4 points on this Performance Measure.	<ul style="list-style-type: none"> <li>Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	2	According to details in the Q4 Consolidated APR 2016/17, 90.5% of the investment projects implemented in FY 2016/17 were completed within approved budget.
		<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	2	According the AFA 2016/17, Kiryandongo District budgeted for O&M and the actual expenditure corresponded with the budget (105%), hence falling above recommended 80% threshold.
Assessment area: Human Resource Management				
6	LG has substantively recruited and appraised all Heads of Departments			<p>All Heads of Departments were duly appraised as per guidelines issued by MoPS during the previous Financial Year as indicated below:</p> <p><i>They were appraised on key areas including:</i></p> <ul style="list-style-type: none"> <li>Strategic outputs</li> </ul>



Maximum 5 points on this Performance Measure.

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

2

- Human resources and financial management
- Initiatives and innovations
- Action Plans to identify areas of weakness identified.
- Chief Finance Officer: Personal File Ref. No: CR/D/10294. Appraised on 18/08/2017. Performance Report and Performance Agreement were duly signed by the CAO on the 18/08/2017
- District Planner: Personal File Ref. No: CR/D/10012. Appraised on the 14/07/2017. The performance Agreement was signed on 17/07/16 and the Performance Report was signed on 14/07/2017
- District Health Officer: Personal File Ref. No. CR/D/10627. Appraised on 12/07/2017. The Performance Agreement 14/07/16 and the Performance Report was signed on 12/07/2017.
- District Education Officer: Personal File Ref. No. CR/D/10090. Appraisal Agreement signed on 5/07/2016 and Appraisal Report signed by 14/07/2017.
- District Engineer / Overseen by the Water Officer: CR/D/12979. Appraisal Agreement and Appraisal Report duly signed by the CAO.
- District Production Officer / Overseen by the Principal Agricultural Officer: Personal File Ref. No. CR/D/16371. Performance Agreement signed on 01/07/2016 while the Performance Report was signed on the 30/06/2017
- District Comm. Dev. Officer /Overseen by the Senior Community Development Officer. Personal File Ref. No. CR/D/10307. Performance Agreement signed on 12/07/2017 while the Performance report was signed 10/08/2017
- District Natural Res. Officer / Overseen by the Senior Lands Management Officer: Personal File No.CR/KD/10. Performance Agreement was signed on 10/07/2016 while the performance Report was signed on 16/10/2017.
- District Commercial Officer (Vacant),

<p>• Evidence that the LG has filled all HoDs positions substantively: score 3</p>	<p>0</p>	<p>Not all Heads of Department positions were filled substantively by the time of the assessment.</p> <p>Verified evidence included the Approved Local Governments Staff Structure issued by MoPS to Kiryandongo district on 2/05/2011 as per letter ref.no. ARC /135/306/01, which provides for 9 positions of HoDs.</p> <p>Out of the 9 HoD positions, only 4 were filled substantively by the time of the assessment. The rest of the positions were being held by staff appointed on <i>Assignment of Duty by the CAO</i>. The status of the HoD positions was as indicated below:</p> <p>Substantive Appointments</p> <ol style="list-style-type: none"> <li>1. <u>Chief Finance Officer</u>: Personal File Ref. No: CR/D/10294. Appointed on 16/02/2015, letter ref. No. CR/D/294, minute extract no. 355/2015</li> <li>2. <u>District Planner</u>: Personal File Ref. No: CR/D/10012. Appointed on 22/04/2013, letter ref.no. CR/D/10012 and min. extract no. 14/2013</li> <li>3. <u>District Health Officer</u>: Personal File Ref. No. CR/D/10627. Appointed on 22/04/2013 and as per Min extract 42/2013.</li> <li>4. <u>District Education Officer</u>: Personal File Ref. No. CR/D/10090. Appointed on 16/02/2015, letter ref.no. CR/D/10090 and as per minute extract no. DSC 365/2015.</li> </ol> <p>The positions below are held by staff appointed by the CAO on Assignment of Duty:</p> <ol style="list-style-type: none"> <li>5. <u>District Engineer (Vacant)</u> Overseen by the Water Officer: CR/D/12979. Appointed on 30/11/2017 as per letter ref.no. CR/D/12979 and as per minute extract no. 77/2017.</li> <li>6. <u>District Production Officer (Vacant)</u>. Overseen by the Principal Agricultural Officer: Personal File Ref. No. CR/D/16371. Appointed on 30/11/2017, letter ref.no. CR/D/16371 and as per minute extract no. 70/2017.</li> <li>7. <u>District Comm. Dev. Officer (Vacant)</u>. Overseen by the Senior Community Development Officer. Personal File Ref. No. CR/D/10307. Appointed on 17/04/2014, letter</li> </ol>
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			<p>ref.no and as per minute extract no. 142/2014.</p> <p>8. <u>District Natural Res. Officer (Vacant)</u>. Overseen by the Senior Lands Management Officer: Personal File No.CR/KD/10. Appointed on 30/11/2017, letter ref. no. CR/KD/10</p> <p>9. <u>District Commercial Officer (Vacant)</u>, with no Caretaker.</p>
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<p>• Evidence that 100 percent of staff submitted for recruitment have been considered: score 2</p>	<p>The DSC considered all (100%) the submissions made by the CAO for recruitment.</p> <p>It was noted however, that for Kiryandongo district, the CAO does not make individual declarations to the DSC, but rather uses the approved list of positions by MoPs to advise the Secretary to DSC to run the adverts and to arrange for the DSC meetings.</p> <p>The district planned to recruit for 69 positions that were approved by MoPS (Refs: ARC 6/293/ dated 6/09/2016 and ARC6/293/05 dated 10/08/2016 as part of the 2016/17 staff recruitment Plan (Verified at the HRM office).</p> <p>• <u>DSC (36th sitting) of 7/03/2017</u> considered recruitment for the Production Department and 8 positions were filled out of the 14 planned. Six positions did not attract suitable candidates (ref minutes of the 6th DSC meeting of the 7/03/2017. individual minute extracts for each position filled are indicated therein.</p> <p>• <u>DSC meeting (37th Sitting) of 5/04/2017</u> handled recruitment for the Health Department. 55 positions were filled. All positions attracted suitable candidates as reflected in the minutes of the 37th sitting of the DSC held on the 14th, 27th, 28th, 29th, 30th and 31st March 2017. Ref DSC/156/2 dated 5.04.2017.</p>

<ul style="list-style-type: none"> <li>• Evidence that 100 percent of staff submitted for confirmation have been considered: score 1</li> </ul>	1	<p>The CAO made 18 (100%) submissions to the DSC for staff confirmation as evidenced and verified on the attachments to the declaration letter dated: CR/156/5 dated : 2/03/2017, which had an attachment of the summary list of the staff and positions to be confirmed.</p> <ul style="list-style-type: none"> <li>• <u>The DSC( during the 37th sitting)</u> handled 18 confirmations as indicated in the individual minute extracts of the 37th sitting DSC /156/2 that sat on the 14th, 27th , 28th ,29th ,30th and 31st march 2017.</li> </ul>
<ul style="list-style-type: none"> <li>• Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1</li> </ul>	1	<p>No disciplinary action cases were forwarded by the CAO to the DSC for action during the previous FY.</p>

Staff recruited and retiring access the salary and pension payroll respectively within two months

Maximum 5 points on this Performance Measure.

• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3

3

All staff (100 %) that were recruited during the previous FY accessed the Salary Pay Roll not later than two months after appointment. Sixty nine staff (69) were recruited during the FY and all of them managed to access the pay roll not later than two months after retirement. A sample of 8 personal files (recruited in May 2017) was taken and the staff were traced by their IPPS numbers and they all appeared on the July 2017 Salary Pay Roll.

1. CR/KD/10352- Appointed in May, appears on July 2017 Payroll.
2. CR/KD/10348- - Appointed in May, appears on July 2017 Payroll.
3. CR/KD/10347- Appointed in May 2017, appears on the July 2017 Pay roll.
4. CR/KD/10374- Appointed in May 2017, appears on the July 2017 Pay roll.
5. CR/KD/10369- Appointed in May 2017, appears on the July 2017 pay roll.
6. CR/KD/10395- Appointed in May 2017, appears on the July 2017 Payroll.
7. CR/KD/10336- Appointed in May, appears on the July 2017 payroll.
8. CR/KD/10339- Recruited in May 2017 and appears on the July 2017 Pay roll.

• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2

0

No (0%) retired staff (6 staff retired during the previous FY) managed to access the Pension Payroll not later than two months after retirement.

The HRM cited some reasons for the delay including:

- Bureaucracy ( many stakeholders are involved in handling files of pensioners leading to unnecessary delays)
- Delays from MoPS in communicating

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"> <li>• If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points</li> <li>• If the increase is from 5 -10% : score 2 point</li> <li>• If the increase is less than 5% : score 0 points.</li> </ul>	4	<p>According to the financial statements, the LG collected local revenue amounting to Ugx 153,343,439 in FY 2015/16 and Ugx 174,228,328 in FY 2016/17. The LG had an increase in local revenue collected in FY 2016/17 of Ugx 20,884,889 giving a 14% increase.</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	0	<p>The LG budget for FY 2016/17 was Ugx 264,088,000 while the actual local revenue collected in FY 2016/17 was 174,228,328. The shortfall was Ugx 89,859,672 which equals to 34% shortfall. Reasons for failure to realise the budget were; Quarantine in the animal markets of Masindi Port and mutunda in FY 2016/17 and court injunction to stop transacting any business on land.</p>
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	2	<p>The LG remitted Local service tax to LLGs as evidenced below;</p> <ul style="list-style-type: none"> <li>• Kigumba T/C G/F Account received Ugx 6,495,000, PV No. AD00119 dated 16/11/2017 (this was 100%).</li> <li>• Bweyale T/C G/F Account received Ugx 3,510,000 PV-AD00140 dated 16/11/2017(this was 100%).</li> <li>• Masindi Port S/C received 1,979,250 PV-AD00120 dated 16/11/2017(this was 65%). However, all this was payment of arrears for FY 2015/16.</li> </ul> <p>There was evidence that the LLGs also remitted the 35% of local revenue to the District from the returns and EFT transfer forms or payslips.</p>

		<ul style="list-style-type: none"> <li>Evidence that the LG is not using more than 20% of OSR on council activities: score 2</li> </ul>	0	<p>According to CFO, Code 003 is for local revenue under the general fund account. So the amount on payment vouchers PV-S00535, PV-S00911, PV-ST00029, PV-S00018, PV-ST00006, PV-ST00055, PV-S00474, PV-S00220, PV-S00355, PV-S002020, PV-S00298, PV-ST00032, PV-S00576 and PV-S00063 was Ugx 33,740,000 giving 22% which is over and above the 20% as required by law. All the above payment vouchers had code 003. CFO explained that council had five sittings instead of the six mandatory sittings.</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"> <li>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</li> </ul>	0	<ul style="list-style-type: none"> <li>The LG does not have position of Senior Procurement Officer. Only the Procurement officer position is available (ref; Appointment letter dated April 11th 2013 signed by Ag CAO Ogwang Godfrey Okello</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	1	<p>The TEC produced and submitted the following reports to contracts committee;</p> <p>Construction of administration block at Masindi Port sub county signed by 6 evaluation members on 1/9/2016,</p> <p>Construction of 2 classroom block with office and store at Kiigya primary school signed by evaluation members on 1/9/2016,</p> <p>Construction of 5 stance VIP Latrine at Kankoba primary school signed by evaluation members on 9/5/2017,</p> <p>Fencing Diima market ,Mutunda sub county signed by evaluation members on 9/5/2017,</p> <p>Construction of classroom block at Yabwengi primary school signed by evaluation committee on 1/9/2016.</p>

		<ul style="list-style-type: none"> <li>• Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	1	<p>The contracts committee considered recommendations of the TEC for the following projects;</p> <p>Construction of 2 classroom block at Yabweng primary school Min 014/DCC/KDLG/2016-17 signed by contracts committee members on Sept 8th 2016,</p> <p>Construction of 2 classroom block at Alero primary school Min 016/DCC/KDLG/2016-17 signed by contracts committee members on Sept 8th 2016,</p> <p>3rd phase construction of Kiryandongo Administration block Min 031/DCC/KDLG/2016-17 signed by contract committee members on Sept 8th 2016,</p> <p>Fencing of Diima market min 155/DCC/KDLG/2016-17 signed on May 12 2017 by secretary and chairman contracts committee.</p>
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	2	<ul style="list-style-type: none"> <li>• Procurement and Disposal Plan for the current year covers all infrastructural projects submitted to Executive Director PPDA on Aug 22 2017 signed by CAO ,Wamburu David and received by PPDA on 8th Sept 2017</li> <li>• Procurements for the previous year were made through submission of 4th quarter procurement report submitted to Executive Director PPDA on July 5th 2017 signed by Procurement officer and CAO ,Mulondo Robert and received by PPDA on 7th July 2017.</li> </ul>



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

Maximum 6 points on this performance measure

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

2

- The LG prepared 80% of bid documents by Aug 30th 2017 following the minutes from the district contracts committee sitting as at Aug 14 ,2017

( Min 03/DCC/KDLG/2017-18) Approval of submission forms for bidding documents, procurement method and shortlist for FY 2017/18 signed by secretary and chairperson.

- 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 LG has an updated contracts register showing date, contractor, supplier, contract agreement number, contract amount, commitment requisition form amount committed ,bills, amount paid and amount due. Signed on 9 Feb 2018 by procurement officer. Borehole drilling was complete as at 20/6/2017.

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

2

- The LG adhered to the to the procurement thresholds of the following projects for open bidding and selective bidding;

Construction of 2 classroom block office and store at Kigya primary school for open bidding at 56,517,000/=,

2nd phase construction of admin block at Masindi port sub county for open bidding at 118,551,573/=,

Construction of 2 classroom block at Alero primary school for selective bidding at 47,998,000/=,

5 Stance VIP Pit latrine at Kankoba primary school for selective bidding at 24,945,700/=,

Fencing of Diima market for selective bidding at 9,914,000/=

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"> <li>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</li> </ul>	2	<ul style="list-style-type: none"> <li>Interim certificate for 2nd phase of district Administration block, finance planning and engineering signed by Ag district engineer and CFO on 5/12/2016.completion date-phased.</li> </ul>
		<ul style="list-style-type: none"> <li>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</li> </ul>	0	<p>Works projects for current FY visited were;</p> <p>Construction of Placenta pit at Kitwara HC II ,Kiryandongo sub county ,Kiryandongo and;</p> <p>Construction of 5 stance pit latrine at Opok Primary school.</p> <p>However there were no site boards showing contract value, name of project, contractor, and source of funding, current FY at the time of assessment.</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"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	4	<p>There was evidence that the LG makes monthly bank reconciliations and are up to date from the cash books checked by the assessor;</p> <p>Cash books for NUSAF 2 sub project, NUSAF 3 Operations, UNICEF, and Hospital private wing, YLP Recovery, Hospital and Kibanda HSD were reconciled as at 31/12/2017.</p> <p>Kiryandongo DLG TSA Account on IFMS was reconciled up to 31/12/2017 (generated from the IFMS system).</p>

17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>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.</li> </ul>	2	<p>The LG had a payment register generated from the IFMS system but it had no provision for overdue bills. However, the procurements sampled show that the LG made timely payments to its suppliers during FY 2016/17.</p> <ul style="list-style-type: none"> <li>A request from Pioneer constructions Ltd for payment for construction of administration block phase III dated 4/4/2017 was approved by CAO on 11/4/2017 and paid on 5/5/2017.</li> <li>Invoice from Makati Enterprises (U) Ltd to supply culverts for gaspa road dated 2/5/2017 was paid on 26/5/2017.</li> <li>Request from Mudav Investments Ltd for construction of 2 classroom block and a store at Kiigya P/S dated 10/4/2017 was forwarded on 13/4/2017 and paid on 3/5/2017.</li> </ul>
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"> <li>Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.</li> </ul>	0	<p>The LG has an acting Principal internal auditor and an Internal auditor but no substantive senior internal auditor. The Auditors produced all the quarterly audit reports for FY 2016/17. First quarter dated 30/10/2016, second quarter dated 30/1/2017, third quarter dated 30/4/2017 and fourth quarter dated 31/8/2017 were all submitted to Directorate of Internal Audit on 14/9/2017.</p>
		<ul style="list-style-type: none"> <li>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.</li> </ul>	2	<p>There was evidence that the Council and LGPAC received information on the status of implementation of internal audit findings for the previous FY. Chairperson LCV and LGPAC received all the quarterly internal audit reports which contain the status of implementation of audit queries. First quarter, second quarter, third quarter and fourth quarter were submitted on 31/10/2016, 8/2/2017, 1/4/2017 and 1/9/2017 respectively (source of information was the delivery book). There was evidence of management letter dated 5/7/2017 which had follow up on audit queries. Also copies of follow up letters and summons to appear before LGPAC were available.</p>

		<ul style="list-style-type: none"> <li>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</li> </ul>	0	<p>The quarterly internal audit reports for the previous FY were submitted to LG Accounting officer, LCV, Chairperson LGPAC, RDC and CFO as follows;</p> <p>First quarter, second quarter, third quarter and fourth quarter were submitted on 31/10/2016, 8/2/2017, 1/4/2017 and 1/9/2017 respectively (source of information was the delivery book). However, LGPAC reviewed only the fourth quarter internal audit report FY 2016/17 and the LGPAC report was available. It was explained that LGPAC had a backlog of reviewing quarterly audit reports for FY 2015/16. So they started by reviewing them.</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"> <li>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</li> </ul>	0	<p>The LG maintains an up to date Asset register with the latest procurements being Vibro Roller-UG-2160W, Fuso water bowser UG-218W and Fuso Dump Truck UG-2215W on 7/11/2017, 24/11/2017 and 29/1/2018 respectively.</p> <p>However, the register was not as per the format in the accounting manual. They explained that the format they were using was recommended by ministry of finance but no written document to that note was availed to the assessor at the time of assessment.</p>
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>unqualified audit opinion: score 4</li> <li>Qualified: score 2</li> <li>Adverse/disclaimer: score 0</li> </ul>	4	<p>Kiryandongo DLG obtained an unqualified audit opinion in FY 2016/17 according to the Annual report of the Auditor General 2017.</p>
Assessment area: Governance, oversight, transparency and accountability				

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>There was evidence that Kiryandongo District Council was functional. For example, it met 6 out of 6 mandatory times in FY 2016/17. The council meetings happened on the 4th/11/2016, 5th/8/2016, 22nd/12/2016, 31st/8/2016, 30th/5/2017 and 31st/3/2017). On a few occasions when the district council met, it deliberated on relevant service-delivery issues e.g. discussion of budgets, plans and reports. Sometimes the council meetings deliberated education and health reports and recommendations to council for approval (e.g. see minutes of council on the 22nd/12/2016 (agenda item 7 and min. 27/KDLG/COUNCIL/DEC/2016 pages 10-15 that covered education on page 12, health on pages 11 and 12. It is worth noting that water did not feature prominently in council deliberations. Indeed, the council minutes were silent when it came to covering aspects such as TPC reports, monitoring reports and performance assessment results cum reports.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<p>• Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</p>	0	<p>No documented evidence of a designated official meant to coordinate lower-level feedback on and responses to (grievances /complaints).</p>
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	0	<p>No documented evidence seen of publishing payroll register and the pension schedule.</p>
		<p>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1</p>	1	<p>Documented evidence seen of publishing of procurement register on the entrance to the Main Block's notice board.</p>

		<ul style="list-style-type: none"> <li>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.</li> </ul>	0	Not Applicable (N/A) – There was no LGPA in the FY under review.
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	1	There was some documented evidence that information relayed through central government agencies' (MoFPED, MoLG, OPM, etc) e.g. circulars, guidelines, policies and procedures (on DDEG, NAADS, NUSAF, etc) are disseminated or remitted to Lower level Local Governments (LLG). Seen was one District Planner's Report dated 14th/4/2017 disseminating (DDEG) planning guidelines and the call for the integration of population variables in planning.
		<ul style="list-style-type: none"> <li>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.</li> </ul>	0	For the FY 2016/17, there was no documented evidence made available to confirm and dis-confirm the use of Barazas (Community Group Discussions/Dialogues) and Radio Programmes, this notwithstanding of self-reported claims and anecdotes of the events having occurred.
Assessment area: Social and environmental safeguards				

<p>25</p> <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>• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.</p>	<p>2</p>	<p>• The LG gender focal person provided guidance and support in the following activities;</p> <p>Activity report for GBV dialogue with political heads and technical heads on 6/10/2016 attended by 88members(35Females &amp;53Males),</p> <p>Training of health workers in GBV on clinical management of GBV(Rape) on 9th Nov 2016,</p> <p>In water sector, sensitisation of communities in critical requirements and formulation of water user committees for FY 2016/17 dated 28th 6/ 2016,</p> <p>Radio talk show for women council on Gender Based Violence on 12/9/2017</p>
	<p>• 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.</p>	<p>2</p>	<p>The GFP had planned activities for current FY which include;</p> <p>In the Kiryandongo work plan for Gender mainstreaming, Advertising and public relations, workshops and seminars, support to women councils, radio talk shows on women and GBV held on 10/1/2018 on Kibanda FM.</p> <p>Identified sector gender issues addressed to CAO showing department, issues identified, proposed action and remarks dated may 12,2017 signed by senior CDO, Kiryandongo</p> <p>For the previous year the following activities were achieved;</p> <p>Community dialogue on GBV held between Nov 25th –Dec 10th Gender activism of 16 days at a cost of 4,290,000/= from sub county to sub county, Radio talk show on GBV 1,400,000/=,support to women council at 562,500/=therefore the GFP used more than 90% of previous year's budget for activities</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

<ul style="list-style-type: none"> <li>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</li> </ul>	2	<ul style="list-style-type: none"> <li>The environmental screening forms were appropriate showing mitigation measures for;           <ul style="list-style-type: none"> <li>Community access road for Kibyama-Kyeganywe signed by Environment officer on 20/01/2017 and;</li> <li>Community access road for Mpumwe-Kabaale Kigumba parish signed by Environment officer on 20/01/2017.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1</li> </ul>	1	<p>The LG integrated environmental and social management plans in contract bid documents for the following projects;</p> <ul style="list-style-type: none"> <li>Construction of 2 classroom blocks at Yabwengi PS, environmental action plan for tree planting, grass planting at 75,000/=,</li> <li>construction of administration block at Masindi port sub county ,environmental mitigation measures at 250,000/=,</li> <li>construction of classroom block at Alero PS environmental action plan, tree planting of pine trees at 30,000/=</li> </ul>
<ul style="list-style-type: none"> <li>Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	1	<p>Proof of land consent forms by the following projects were viewed;</p> <ul style="list-style-type: none"> <li>Kihura extraction for cassava growing 3 acres in Kihura village signed by land owner, Asio Sarah &amp; Auma Eventino and LC I chairman Kihura village on 4/12/2016,</li> <li>Mpumwe Kabaale community access road 2 acres signed by land owner Manuel Okot and LCI Chairman Mpumwe on 20/12/2016,</li> <li>Mpumwe Kabaale community access road ¼ acre signed by land owner Okware Justine &amp; Helen Okware and LCI Chairman Mpumwe on 20/12/2016</li> </ul>



	<ul style="list-style-type: none"><li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2</li></ul>	0	Environmental and social mitigation certifications for completion of projects was not availed at the time of assessment.
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## **LGPA 2017/18**

Educational Performance Measures

Kiryandongo District

(Vote Code: 592)

Score 81/100 (81%)

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"> <li>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</li> <li>Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4</li> </ul>	4	<p>Kiryandongo LG has budgeted for a Head Teacher and 7 teachers per school as evidenced approved budget estimates FY 2017/18.</p> <p>Kiryandongo has made the required deployments as evidenced by the 2017/18 staff list</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"> <li>Evidence that the LG has filled the structure for primary teachers with a wage bill provision               <ul style="list-style-type: none"> <li>If 100% score 6</li> <li>If 80 - 99% score 3</li> <li>If below 80% score 0</li> </ul> </li> </ul>	6	<p>Kiryandongo has filled all (100%) of the 821 positions in structure for primary school teachers .</p> <p>Verified the evidence by the data on teachers report signed by DEO in 2017.</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"> <li>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</li> </ul>	6	<ul style="list-style-type: none"> <li>Kiryandongo DLG has substantively filled all the 2 positions of inspectors provided in the wage bill as evidenced by the 2017/18 education department staff structure signed by the DEO on 17/08/17</li> </ul>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<ul style="list-style-type: none"> <li>No recruitment plan in place because all positions of teachers are filled as evidenced by the FY 2018/17 performance contact</li> </ul>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<ul style="list-style-type: none"> <li>There is no recruitment plan needed since all positions of inspectors are substantively filled as evidenced by FY 2018/17 performance contact</li> </ul>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>All (100%) School Inspectors were duly appraised during the FY.</p> <p>1. <u>Inspector of Schools: CR/D/11847:</u> Appointed on 5/03/2014. Appraised on the 17/08/2017. Performance Appraisal PS Form 5 duly signed by the DEO and CAO.</p> <p>2. <u>Acting Inspector of Schools: CR/D/10079.</u> Appointed on 1/07/2010. Appraised on the 23/08/2017. Performance Appraisal form PS Form 5 duly signed by the DEO and CAO.</p>

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

3

All (100%) Head Teaches ( 67 Head Teaches in the district) were appraised for the Calendar Year 2016, while for Calendar Year 2017, their performance appraisal forms were still being reviewed and endorsed by the DEO.

A sample of 8 files was taken ( checked against their personal files to ascertain whether their appraisal reports were filed as indicated below:

1. CR/D/11951- Appraised on 20/12/2016. PS Form 5 signed by CAO on 25/08/2017

2. CR/D/11116- Appraised on 30/12/2016. PS Form 5 signed by CAO on 25/08/2017

3. CR/D/11041- Appraised on 6/12/16. PS Form 5 signed by CAO on 25/08/2017

4. CR/D/11821- Appraised on 30/12/2016. PS Form 5 signed by CAO on 28/08/2017

5. CR/D/11844- Appraised on 30/12/2016. PS Form 5 signed by CAO on 25/08/2017

6. CR/D/11885- Appraised on 30/12/2016. PS Form 5 signed by CAO on 25/08/2017.

7. CR/D/11905- Appraised on 5/12/2016. PS Form 5 signed by CAO 25/08/2017

8. CR/D/11951- Appraised on 20/12/2016. PS Form 5 signed by CAO on 25/08/2017.

All Performance Agreements for the FY 2016, were duly signed by the Sub county chiefs, witnessed by the SMC chairpersons and endorsed by the DEO.

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"> <li>• 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</li> <li>• 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</li> </ul>	<p>1</p> <p>0</p>	<p>The Kiryandongo DLG received several circulars and guidelines and communicated them to the district, They include the following seen by the assessor in the DEO's office :</p> <ul style="list-style-type: none"> <li>• Recruitment of staff by P/S MOES on 14/07/17</li> <li>• Hand washing facilities in schools by P/S MOES on 27/07/17</li> </ul> <p>There was no documentary evidence to show that DEO had held any sensitisation meetings with H/teachers regarding any guidelines or circulars</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0.</li> </ul>	<p>12</p>	<p>Kiryandongo DLG has made the requisite inspection for all (100%) private and public schools during 2016/17 . Verified the evidence from the Q1, Q2 Q3 and Q4 of 2016/17 inspection reports</p>

8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	0	There was no documentary evidence to show that Kiryandongo DLG Education department had met and discussed inspection reports.
		<ul style="list-style-type: none"> <li>Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	2	The Kiryandongo DEO duly submitted the inspection reports. Verified the evidence from the acknowledgement note from the Directorate of Education Standards (DES) on 29/09/17 for receipt of Q4 and annual report of 2016/17
		<ul style="list-style-type: none"> <li>Evidence that the inspection recommendations are followed-up: score 4</li> </ul>	4	<p>DEO appropriately responded followed up the inspection recommendations as evidenced by the following communications to the following teachers:</p> <ul style="list-style-type: none"> <li>Ocen Ronald of Alero P/S on 15/11/17 to explain his continued absence from school</li> <li>Mullegeke Vincent of Alero P/School on 15/11/ to explain his continued absence from school</li> <li>Olim Emmanuel of Mutunda Primary School on 15/11/17, warning for absenteeism</li> </ul>
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5</li> </ul>	5	The data submitted by the DEO of 73 schools for 2016/17 government aided primary schools is consistent with the EMIS (73 schools) and PBS (73 schools) data
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	0	The data of 2016/17 government aided primary schools enrollment of 60,253 submitted by the DEO is not consistent with EMIS (565270) and OBT (58987)

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	2	<p>Education, Health and Community-based Services Committee (EHC) is responsible for education on top of other social sectors. The committee met 3 out of the 6 mandatory times (i.e. on the 5th/5/2017, 15th./2016 and 29th/9/2016). A review of the committee minutes made available confirmed that it discussed education service delivery issues including departmental quarterly updates on priorities and reports as well as challenges and recommendations. Even so, there was no evidence in the minutes of discussion of results from performance assessments, inspection and monitoring.</p>
		<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that requires approval to Council: score 2</li> </ul>	2	<p>Council meetings that sat on 22nd/12/2016 confirmed that the Education, Health and Community-based Services Committee passed education-related recommendations (pages 12) that called for councils approval.</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)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80% schools: score 0</li> </ul>	5	<p>All primary schools have functional SMCs as evidenced by the minutes of the SMC meetings of the sample from the DEOs office:</p> <ul style="list-style-type: none"> <li>• Nyamalesa P/S on 14/03/16</li> <li>• Nanda P/S of on 2/09/ 17</li> <li>• Katulikire P/S 17/07</li> <li>• Bidongo P/S on 02/05/17</li> <li>• Kunya Public School On 04/04/17</li> </ul>



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"> <li>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>	3	<p>There were figures of the 2016/17 UPE releases seen publicized on the DEO notice board</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"> <li>• 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</li> </ul>	4	<p>The DEO timely submitted the procurement requests to the DPU as evidenced by the procurement request forms submitted to the DPU on 16/03/16 .</p>
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	3	<p>There was evidence from the sampled payment vouchers that the LG education department timely certified and recommended suppliers for payment.</p> <ul style="list-style-type: none"> <li>Request from Innokia group Ltd for construction of a 2 classroom block at Yabweng P/S dated 24th /1/2017 was recommended and forwarded for payment by DEO on 30th /1/2017 and paid on 9th/2/2017.</li> <li>Request from Ssekago F. Construction Ltd for construction of a 2 classroom block at Alero P/S dated 15th /2/2017 was recommended and forwarded for payment by DEO on 11th /3/2017 and paid on 30th/3/2017.</li> <li>Request from Kamoga Enterprises for construction of a 2 classroom block at Bweyale Public P/S dated 1st /12/2016 was recommended and forwarded for payment by DEO on 13th /12/2016 and paid on 8th/2/2017.</li> <li>Request from Mudav Investment Ltd for construction of a 2 classroom block with office at Kiigya P/S dated 17th /1/2017 was recommended and forwarded for payment by DEO on 25th /1/2017 and paid on 9th/2/2017. All the above transactions confirm timely certification and recommendation.</li> </ul>
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	0	<p>According to the LG Planner's records and evidence from the Q4 Consolidated APR for the FY 2016/17, while the education department submitted inputs to the planning unit for all 4 quarters for FY 2016/17 (i.e. Q1 - 7th/12/2016 Receipt No: 0153; Q2 – 23rd/2/2017 Receipt No: 0400; Q3 – 23rd/5/2017 Receipt No: 0753; and Q4 – 29th/8/2017 Receipt No: 4574), the submissions were sometimes slow, hence the late submission of the Q4 APR (meant to be submitted before 31st/7/2017).</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"> <li>• 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</li> <li>o If sector has no audit query score 4</li> <li>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</li> <li>o If all queries are not responded to score 0</li> </ul>	2	<p>The education sector had no audit queries in 1st quarter and 4th quarter internal audit reports. However the Sector had audit queries in 2nd quarter and 3rd quarter internal audit reports (1st to 4th quarterly internal audit reports were dated 30th/10/2016, 30th /1/2017, 30th /4/2017 and 31/8/2017 respectively). For example the audit query on UPE accountability of Ugx 1,900,000 for Kididima P/S. This was accounted for and verified by the auditor. Copies of letters of follow up and summons to appear before LGPAC were on file. The 4th quarter LGPAC review report has responses to all internal audit queries.</p>
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Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	2	<p>The DEO disseminated the following guidelines during 2016/17 copies of which were seen by the assessor in the DEOs office:</p> <ul style="list-style-type: none"> <li>• The power of adolescent girl</li> <li>• Presidential fast track initiative on ending HIV/AIDS in Uganda - June 2017</li> <li>• National strategic plan of violence against children in schools 2015/2020</li> </ul>
		<ul style="list-style-type: none"> <li>• 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</li> </ul>	0	<p>The was no evidence to show dissemination of guidelines on sanitation for girls</p>
		<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meet the guideline on gender composition: score 1</li> </ul>	1	<p>Kiryandongo schools duly meet the guideline on gender composition of SMC as evidenced from the sample of the one school visited namely:</p> <ul style="list-style-type: none"> <li>• Kiryandongo COU 3/6 (Founding members ) are women</li> </ul>

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"> <li>• 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:</li> </ul>	3	<p>Guidelines on environmental management were issued. This is evidenced circular for addressing barriers to adoption of improved charcoal product technologies and sustainable land management through an integrated approach in Uganda sent by the Department of environmental protection in 2017</p>
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## **LGPA 2017/18**

Health Performance Measures

Kiryandongo District

(Vote Code: 592)

Score 64/100 (64%)

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"> <li>• More than 80% filled: score 6 points,</li> <li>• 60 – 80% - score 3</li> <li>• Less than 60% filled: score 0</li> </ul>	3	<p>71% (286/402) of approved staff in health facilities were filled by the time of this assessment. Efforts to fill up vacant positions have been demonstrated through completed recruitment of three specialists dated 25/09/2017.</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>A recruitment plan dated January 2018, for each of the health facilities to bridge the staffing gaps was developed showing 27 of the vacant positions to be filled through the available wage bill. Also a recruitment request dated 18/05/2017 ref. PMD 9/405/01 for recruitment of a sonographer and an askari on contract approved by the P/S on ministry of public service was approved on 15/12/2017.</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	8	<p>The Medical Superintendents of Kiryandongo was appointed mid-way the financial year (7/04/2017) and therefore was not yet due for appraisal.</p> <p>However a sample of 3 in charges of HC III, out of the 5 in the district indicated that they were all duly appraised by the Medical Superintendent, reviewed by the DHO and PS Form 5 forms signed by the CAO. The files below were sampled:</p> <ol style="list-style-type: none"> <li>1. CR/D/12100</li> <li>2. CR/KP/ 10202</li> <li>3. CR/KD/10316</li> </ol>

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"> <li>• 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</li> </ul>	4	<p>Evidence has been established for equitable distribution of health care workers in health facilities. This is shown in the staffing list and budget in the OBT and the actual deployment in the health facilities.</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"> <li>• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	3	<p>This evidence was established. The District received the new guidelines for prevention and treatment of HIV from the Ministry of health. The office of the DHO coordinated dissemination of these guidelines through cascaded training of health care workers in lower level health facilities that happened on 25/05/2017. Copies of guidelines and training report are available at the office of the DHO.</p>
		<ul style="list-style-type: none"> <li>• 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</li> </ul>	3	<p>Evidence of dissemination meetings for these guidelines with facility incharges was established. Minute 6 of stakeholders meeting held on 19/05/2017 at the office of the DHO is verification of this exercise.</p>
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<p>The DHT supervised Kiryandongo hospital although no HC IV exists. In the supervision report Q4 2016/2017 includes Kiryandongo district as one of the supervised health facilities by the DHT.</p>
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	2	<p>88.5% (23/25) lower level health facilities in the district were supervised during the 4th quarter 2016/2017 FY. This report is available at the office of the DHO for verification.</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	<p>This evidence was established. The HSD is housed in the community department of Kiryandongo district hospital. This HSD supervised 86% (19/22) of the lower level health facilities. The support supervision report this exercise conducted during Q4 2016/2017 with details is available at the office of the DHO and a copy at the community department of Kiryandongo district hospital.</p>
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p> <p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	4	<p>Critical issues from the support supervision report were discussed with health facility teams after the support supervision exercise. Gaps and and recommendations were clearly documented in the support supervision (red) books at each health facility.</p> <p>Evidence that recommendations were followed up was established E.g in the stakeholders meeting held on 1/11/2017 min 6/11/2017 discussed specific issues affecting each of the supervised health facilities in Quarter 4 2016/2017 such as mobilizing funds for construction of placenta pits for all health center IIs that conducted deliveries.</p>
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10</p>	0	<p>The LG has submitted reports consistent with HMIS but not the OBT. 26 health facilities report through the HMIS while 22 are in the OBT. This is because some health facilities in the district reporting through the HMIS system are not budgeted for in the district such as the 2 prisons health facilities and the the 4 private for profit health units.</p>

Assessment area: Governance, oversight, transparency and accountability



10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	2	<p>Education, Health and Community-based Services Committee (EHC) is responsible for health on top of other social sectors. The committee met 3 out of the 6 mandatory times (i.e. on the 5th/5/2017, 15th./2016 and 29th/9/2016). A review of the committee minutes made available confirmed that it discussed health service delivery issues including departmental quarterly updates on priorities and reports as well as challenges and recommendations. Even so, there was no evidence in the minutes of discussion of results from performance assessments, LG PAC reports, supervision and monitoring.</p>
		<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	2	<p>Council meetings that sat on 22nd/12/2016 confirmed that the Education, Health and Community-based Services Committee passed health-related recommendations (pages 11 and 12).</p>
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>If 100% of randomly sampled facilities: score 5</li> <li>If 80-99% : score 3</li> <li>If 70-79%: : score 1</li> <li>If less than 70%: score 0</li> </ul>	3	<p>The HUMC of Panyadoli HC IV and the board of Kiryandongo Hospital were functional as evidence by minutes of meetings held and membership. In meetings at both sampled facilities, late release of PHC funds and budgets was discussed.</p>
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	3	<p>The LG had publicized all health facilities receiving PHC funds on the LG notice board for the funds received so far. PHC releases for 2016/2018 Q1-3 were displayed at the time of this assessment exercise.</p>
Assessment area: Procurement and contract management				

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	0	<p>The sector has submitted procurement requests to PDU for Yaka meters for the hospital although documented evidence to this with a specific submission dates was not provided.</p>
		<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	0	<p>PP5 for procurement of the Yaka meters was not available on file . What was on file was the approval of the bid document by the CAO on 25/01/2018. No clear evidence that PP5 was submitted in Q1.</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time:</li> <li>• 100% - score 8</li> <li>• 70-99% – score 4</li> <li>• Below 70% - score 0</li> </ul>	8	<p>An approved procurement plan for medicines for all the health facilities supported by government in the district was available at the office of the DHO generated on 21/12/2016 by the store keeper (who also served as the signatory) in collaboration with officials from MNS.</p>
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points</li> </ul>	0	<p>The accountant and CFO explained that there was no capital expenditure in the Health department on FY 2016/17 because there were no releases for capital development due to change in government policy. The grants for health sector remained at the centre.</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"> <li>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</li> </ul>	0	<p>According to the LG Planner's records and evidence from the Q4 Consolidated APR for the FY 2016/17, while the health department submitted inputs to the planning unit for all 4 quarters for FY 2016/17 (i.e. Q1 - 7th/12/2016 Receipt No: 0153; Q2 – 23rd/2/2017 Receipt No: 0400; Q3 – 23rd/5/2017 Receipt No: 0753; and Q4 – 29th/8/2017 Receipt No: 4574), the submissions were sometimes slow, hence the late submission of the Q4 APR (meant to be submitted before 31st/7/2017).</p>
17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points</p> <ul style="list-style-type: none"> <li>If all queries are not responded to score 0</li> </ul>	2	<p>There is evidence in all the four quarterly audit reports that the Health department provided information to internal audit on the status of implementation of audit findings for the previous FY. The health department had internal audit queries for example in 1st quarter, unacknowledged funds worth Ugx 1,260,000 for facilitation for health workers and in 2nd quarter audit query of purchase of two cool boxes for block storage worth 700,000 Ugx not accounted for. Copies of letters of follow up and summons to appear before LGPAC were on file. The 4th quarter LGPAC review report has responses to all internal audit queries.</p>

Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p>	<ul style="list-style-type: none"> <li>Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2</li> </ul>	0	<p>The HUMC for 1/3 sampled facilities (Kigumba HCIII) did not meet gender requirements of the committee. The committee had only 3 active members of which only one was a female.</p>
	<p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2</li> </ul>	0	<p>There was no evidence of the LG having issued out these guidelines. It was also not clear if these guidelines were received and when they were received at the district health office.</p>

19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"><li>• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.</li></ul>	0	<p>There is no evidence of the LG having issue guidelines on medical waste management to health facilities. It was not possible determine of these were provided to the district by the Ministry of health.</p>
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## **LGPA 2017/18**

Water & Environment Performance Measures

Kiryandongo District

(Vote Code: 592)

Score 69/100 (69%)

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"> <li>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</li> </ul>	10	<ul style="list-style-type: none"> <li>The Safe Water Coverage data for Kiryandongo District LG show that the district has safe water access of 65.6%. One sub-counties was below district safe water access coverage i.e Kiryandongo S/C-58.8%.</li> <li>According to the AWP for FY 2017/18 received by the MoWE on 04th August 2017, 11 boreholes were to be drilled in which 3 of them will be in Kiryandongo S/C.</li> </ul>
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"> <li>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</li> </ul>	15	<ul style="list-style-type: none"> <li>In the annual progress report for quarter four of FY2016/17 received by MoWE on 04th August 2017, Kiryandongo DLG drilled 3 boreholes in Tecwa-Ndooyo, Kitongozi-Kyabasara, Nyinga-Tororo rock).</li> </ul>
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored - score 0</p>	15	<ul style="list-style-type: none"> <li>• The Assessor saw post construction supervision report on borehole drilling in the FY2016/2017 completed in April 2017 (Isunga-East, Kiryampungula-Kakooge, Kankoba, Kimogora B-Ranch 16B.</li> <li>• Annual performance report on software step activities under water sector for FY2016/17 for Kiryandongo district Local Government. Report prepared by the Community Development Officer attached to DWO on 30th June 2017.</li> <li>• A site inspection/supervision report on drilling works of 9 boreholes drilled by KLR Uganda Ltd and a 5-stance VIP latrine in Kaduku RGC under Kamoga Enterprises Ltd. Report by Assistant Engineering Water Officer on 28th February 2017.</li> <li>• From the assessor's analysis, 96% of the WSS facilities were monitored annually by the DWO.</li> </ul>
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"> <li>• Evidence that the LG has submitted accurate/consistent data for the current FY: <ul style="list-style-type: none"> <li>o List of water facility which are consistent in both sector MIS reports and OBT: score 10</li> </ul> </li> </ul>	0	<ul style="list-style-type: none"> <li>• The Safe Water Coverage data for Kiryandongo District LG show that the district has safe water access of 65.6%, Kigumba S/C-71.5%, Kiryandongo S/C-58.8%, Masindi Port S/C-102.9% &amp; Mutunda S/C-67.7%.</li> <li>• This was contrary to the MIS report that shows Kiryandongo DLG has safe water access of 91%, Kigumba S/C-91%, Kiryandongo S/C-86%, Masindi Port S/C-95% &amp; Mutunda S/C-69%.</li> </ul>
Assessment area: Procurement and contract management				

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<ul style="list-style-type: none"> <li>• Procurement requests to PDU from DWO were submitted late after April 30th 2017 for instance;</li> <li>• Consultancy for siting and supervision of deep borehole drilling in FY 2017/18 was initiated by the District Water Officer on 14th July 2017.</li> <li>• Drilling of 11 deep boreholes in FY 2017/18 was initiated by the District Water Officer on 14th July 2017.</li> <li>• Construction of a 5-stance lined public latrine in FY 2017/18 was initiated by the District Water Officer on 14th July 2017.</li> </ul>
6	<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	2	<ul style="list-style-type: none"> <li>• A contract management Plan was seen on file in the DWO and site meeting report was seen i.e</li> <li>• A site inspection/supervision report on drilling works of 9 boreholes drilled by KLR Uganda Ltd and a 5-stance VIP latrine in Kaduku RGC under Kamoga Enterprises Ltd. Report by Assistant Engineering Water Officer on 28th February 2017.</li> </ul>
		<ul style="list-style-type: none"> <li>• If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>• The designs for WSS visited during field work were found similar with what is mentioned in their Bills of Quantities.</li> </ul>
		<ul style="list-style-type: none"> <li>• If contractor handed over all completed WSS facilities: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>• No hand over reports of completed projects were found on file.</li> </ul>



		<ul style="list-style-type: none"> <li>• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>• Certificate of practical completion on completion of 5-stance VIP latrine in Kaduku RGC awarded to Kamoga Enterprises. Date of submission is 28th April 2017.</li> <li>• Final payment certificate on drilling of 9 deep boreholes. Contract awarded to KLR Uganda Ltd and the certificate was drawn on 14th December 2017.</li> <li>• Hence, it is concluded from the above evidence that DWO appropriately certified all WSS projects.</li> </ul>
7	<ul style="list-style-type: none"> <li>• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	3	<p>There was evidence from the sampled payment vouchers that the LG water department timely certified and recommended suppliers for payment.</p> <ul style="list-style-type: none"> <li>• Request from KLR (U) Ltd for drilling, test pumping, casting and installation of 9 boreholes in Kiryandingo DLG dated 6th /4/2017 was certified and forwarded for payment by DWO on 12th /4/2017 and paid on 14th/6/2017.</li> <li>• Request for release of Ugx 58,500,000 to Cooper Motor Corporation (U) Ltd for payment for water vehicle dated 26th /9/2016 was certified and forwarded for payment by DWO on 26th /9/2016 and paid on 30th/9/2016.</li> <li>• Request from Kamoga Enterprises for construction of a 5 stance lined VIP latrine at Kaduku rural growth centre dated 26th /4/2017 was recommended and certified for payment by DWO on 4th /5/2017 and paid on 6th/6/2017.</li> </ul>
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"> <li>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</li> </ul>	0	<p>According to the LG Planner's records and evidence from the Q4 Consolidated APR for the FY 2016/17, while the water department submitted inputs to the planning unit for all 4 quarters for FY 2016/17 (i.e. Q1 - 7th/12/2016 Receipt No: 0153; Q2 – 23rd/2/2017 Receipt No: 0400; Q3 – 23rd/5/2017 Receipt No: 0753; and Q4 – 29th/8/2017 Receipt No: 4574), the submissions were sometimes slow, hence the late submission of the Q4 APR (meant to be submitted before 31st/7/2017).</p>
9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> <li>If sector has no audit query score 5</li> <li>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</li> <li>If queries are not responded to score 0</li> </ul>	3	<p>Evidence of provision of information to internal audit on the status of implementation of audit findings for the previous FY was embedded in the consolidated internal audit reports FY 2016/17. There was evidence of responses to internal audit queries in internal auditor's management letter from works where water is part. For example audit query in 4th quarter of sensitization of 14 water user committees of borehole rehabilitation Ugx 3,681,600 (page 9 Q4) which was responded to by accounting for and verified by the auditor. Also PV- WK00019 of Ugx 5,934,220 to Universal water consultants Ltd for sitting and drilling supervision of deep boreholes (page 9 Q4) was accounted for and verified. Copies of letters of follow up and summons to appear before LGPAC were on file. The 4th quarter LGPAC review report has responses to all internal audit queries.</p>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	3	<p>The Works, Production and Natural Resources Committee (WPNC) is responsible for water on top of other works related sectors. The committee met 3 out of the 6 mandatory times (i.e. on the 4th/5/2017, 15th,/2016 and 29th/9/2016). A review of the committee minutes made available confirmed that it discussed water service delivery issues including departmental quarterly updates on priorities and reports as well as challenges and recommendations. Even so, there was no evidence in the minutes of discussion of results from performance assessments, LG PAC reports, supervision and monitoring.</p>
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		<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	0	No council minute demonstrated that the Works, Production and Natural Resources Committee (WPNC) presented water sector related issues that required council's approval.
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"> <li>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</li> </ul>	2	<ul style="list-style-type: none"> <li>The Assessor saw on Kiryandongo DLG noticeboard, information on Water Development Grant releases posted by CAO on 01st February 2018 i.e.</li> <li>Quarter three releases for FY2017/18 showed that Water and Environment development fund was Ugshs 186,622,465.</li> </ul>
		<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>Five WSS projects for FY2016/17 were physically visited on Friday 9th February 2018 by the assessor and were found clearly labelled i.e</li> <li>Isunga East borehole</li> <li>Popara East T.C rehabilitated borehole</li> <li>Makhoka-Nyama II borehole</li> <li>Kaduku RGC 5-stance lined latrine</li> <li>Kaduku T.C rehabilitated borehole.</li> </ul>
		<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>A list of best evaluated bidders for different projects including WSS projects was seen on Kiryandongo DLG noticeboard and was pinned on 11th January 2018 i.e.</li> <li>Min9/07/17-18/UPIK/CC: 11 Deep Borehole drilling and installation (Kiry592/Wrks/17-18/00003. Awarded the contract to KLR Uganda Ltd as the best bidder. Contract price: Ugshs 297,462,686.</li> </ul>

12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> <li>If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>Application letters for water sources were seen by the assessor i.e</li> <li>Community contributions costs of Ugshs 200,000 for each water source was paid and receipted by Kiryandongo DLG according to software report dated 13th December 2017 for the following water sources ;</li> <li>Kitongozi Kyabasara, Kaduku Hill, Nyakagweng, Popara West, Kimogoro-Mpumwe, Nyakabaale, Nyinga II-Tororo Block, Kaduku-Kangaroo.</li> </ul>
	Maximum 3 points for this performance measure	<ul style="list-style-type: none"> <li>Number of water supply facilities with WSCs that are functioning evidenced by collection of O&amp;M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>Software report by DWO dated 08th February 2018 on the status of collection of O &amp;M funds by members of WUCs for 2017/18 confirmed functionality of WSCs with collection of O&amp;M funds i.e</li> <li>Diika Primary School Community borehole (has a receipt book &amp; each household pays 10,000 annually).</li> <li>Kibimbya deep borehole (has a book and over Ugshs 82,000 collected in 2017).</li> <li>Sambia Borehole (each household paid 1000 per month).</li> </ul>

Assessment area: Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> <li>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</li> </ul>	0	<ul style="list-style-type: none"> <li>The Assessor found out from the office of Environment and Natural resources that EIA/environmental screening had never been done.</li> </ul>
	Maximum 4 points for this performance measure	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>The DWO indicated that there has never been cases of unacceptable environmental concerns in the FY 2016/17.</li> </ul>

		<ul style="list-style-type: none"> <li>• Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>• Contract document for 9 deep borehole drilling and installation awarded to KLR Uganda Ltd, Contract No.Kiry592/Wrks/2016-17/00001 had a clause of environmental protection of the site (Technical specification 3).</li> </ul>
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"> <li>• If at least 50% WSCs are women as per the sector critical requirements: score 3</li> </ul>	0	<ul style="list-style-type: none"> <li>• A software report submitted to DWO dated 13th December 2017 on sensitization of communities to fulfil critical requirements for FY2017/18 by the Community Development Officer Assigned to Water Department shows WSCs composition for different water facilities.</li> <li>• None of the 9 WSCs had atleast 50% of the members being women as shown below;</li> <li>• Kaduku Hill borehole, Masindi port S/C (M=7, F=1)</li> <li>• Kitukuza Kisenyi borehole (M=5, F=3)</li> <li>• Kaduku II Kangaroo, Masindi port S/C (M=4, F=3)</li> <li>• Nyakabaale borehole (M=6, F=2)</li> <li>• Nyakagweng borehole (M=5, F=3)</li> <li>• Popora West borehole, Mutunda S/C (M=7, F=1)</li> <li>• Kimogoro Mpumwe borehole, Masindi port S/C (M=5, F=3)</li> <li>• Tororo Rock borehole (M=5, F=3)</li> <li>• Kitongozi Kyabasara borehole (M=5, F=3)</li> </ul>
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"> <li>• If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	3	<ul style="list-style-type: none"> <li>• The field visit on Friday 09th February 2018 to a 5-stance lined latrine at Kaduku Rural Growth Centre, Masindi port S/C constructed in FY 2016/17 showed that the latrine had adequate access and separate stances for men, women and PwDs.</li> </ul>