



LGPA 2017/18

Accountability Requirements

Kitgum District

(Vote Code: 527)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	Submitted to MOFPED on 17/07/2017.	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	Submitted to MOFPED on 06/03/2017 as per receipt No. 0463 and includes the procurement plan.	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	The annual performance report was submitted on 07/08/2017 consistent with records at MOFPED under receipt No.4528.	No
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxxx	Q1 - Q4 budget performance reports submitted on 18/11/2016; 06/03/2017; 19/05/2017; 07/08/2017 respectively vide receipt numbers: 0084; 0460; 0730; 4528 respectively. Submission date for Q4 was after 31 July 2017.	No
Assessment area: Audit			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>XXXXX</p>	<p>Kitgum provided the information to the PS/ST on the implementation of the Internal Auditor General findings.</p> <p>The responses were submitted to the Auditor General Office on 22/March/2017 and there were 9 issues raised that were all responded to</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>XXXXX</p>	<p>According to Annual audit report of 2016/2017 obtained from the Auditor General office, Kitgum LG scored unqualified report</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Kitgum District

(Vote Code: 527)

Score 61/100 (61%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has: • A functional Physical Planning Committee in place that considers new investments on time: score 2.</p> <p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	0	<p>There is no Physical Planning Committee (PPC) in place.</p> <p>No evidence of infrastructure investment plans being approved were provided. Mention was made of Okuti International Border Market having obtained approved plans through adhoc measures to meet funding requirements.</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<p>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</p>	2	<p>AWP priorities for FY 2017/18 were based on outcomes of budget conferences held on 03/11/2016 as evidenced by the District Budget Conference Report. E.g. renovation of OPD Gweng Coo HCII was a priority considered in the conference.</p>

		<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	2	<p>Capital investments in the approved AWP FY 2017/18 are derived from the approved 5 year development plan e.g. upgrading of Awuch –Lanyadyang is derived from the five year plan under project profile no.7 under Technical services and works ;completion of the general referral hospital rehabilitation is derived from the 5year plan under project profile no.6 under health; rehabilitation of Kwarayo PS classrooms was derived from 5year plan under project profile no.1 in the education and sports sector.</p> <p>AWP FY 2017/18 under Min.KDC 40/5/2017 was approved at its Full Council meeting held on 19 /05/ 2017 held at the District Chambers.</p>
		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	1	<p>Project profiles for FY 2017/18 were developed and discussed by TPC at its meeting held on 21/03/2017 under Min.03. However the ensuing discussion is not well documented because the Secretary to TPC was presenting the same item.</p>
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	0	<p>No evidence the annual statistical abstract was in place. Its preparation had commenced but was not yet concluded.</p>
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	2	<p>Infrastructure projects were derived from the AWP and budget approved as evidence by its Full Council meeting held on 11th/05/2016. It was not documented explicitly though it was considered and approved.</p>

		<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	4	100% completion rate was attained by the District in its 77 investment according to the Project Report for 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	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	2	According to the Project Report for 2016/17, the projects were completed at a cost of UGX. 2,538,241,277/= while the approved budget was UGX. 2,515,181,960. The variance was UGX.23, 059,317/= representing a variation of +1%.
	Maximum 4 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	LG spent 93% on O& M. UGX.302, 607,000/= was allocated to infrastructure projects. Expenditure on infrastructure O& M was UGX.302, 860,000/=.

Assessment area: Human Resource Management

6	LG has substantively recruited and appraised all Heads of Departments	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	There was no evidence for appraisal of all head of departments as per the personnel files reviewed.
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	The district has substantively filled only 4 posts of DEO; DCDO, DHO; CFO.

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>The DSC considered all the submissions for recruitment as per CAO letters dated below;</p> <ul style="list-style-type: none"> a) 4th April 2017 b) 21st March 2017 c) 24th March 2017 d) 1st February 2017 e) 21st December 2016 <p>The submissions were considered under the DSC 41st meeting (2nd of 2017) held between 6th to 7th April 2017 and 42nd DSC meeting (3rd of 2017) held from 27th June to 5th July 2017.</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>The CAO submissions for confirmation dated; 16/12/2016, 10/01/2017, 13/03/2017, 16/03/2017, 20/03 2017, 21/03/2017, 22/03/2017, and 4/04/2017 were all considered by DSC meetings held on 6th to 7th April 2017 and 27th June 2017 to 5th July 2017.</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>The DSC considered a case submitted by office of CAO dated 4th May 2017 on 42nd meeting (3rd of 2017) held from 27th June to 5th July 2017.</p>
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	0	<p>Two newly recruited staff (Clinical officers) in financial year 2016/17 had not accessed the pay roll within the stipulated 2 month timeline.</p>
		<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	<p>Two out of the 21 (10%) retired staff accessed the pensioner pay roll within the stipulated 2 months in the 2016/17 financial year.</p>
Assessment area: Revenue Mobilization				

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points • If the increase is from 5 -10% : score 2 point • If the increase is less than 5% : score 0 points. 	0	<p>The own source revenue of Kitgum increase from the previous financial year 2015/2016 and 2016/2017 stands at 3% as per the annual plans and budgets and financial statement of prepared as at 30th June 2017</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	<p>The percentage of revenue collection against planned stands at 24% according to the final account that was presented on 28th July 2017 to the auditor general</p>
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	2	<p>As detailed in the final account prepared as at 30th June 2017, the LG does remit to the LLG the share of Local revenues</p>
		<ul style="list-style-type: none"> • Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>According to the Financial Statement prepared 30th June 2017 and submitted on 28th July 2017 to the auditor General , the Kitgum LG spends above 20% of the revenue on council activities , however they sought permission for this extra expenditure.</p>
Assessment area: Procurement and contract management				

12

The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

• Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2

0

• There is neither a Senior Procurement Officer nor Procurement Officer. The Procurement Officer was interdicted in 2012 and has never been reinstated. The Procurement Unit is currently headed by a Procurement Assistant.

• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

1

Minutes of TEC seen where they sat and produced reports for consideration by the CC. After each report is produced, the in-charge Procurement (who serves as Secretary to the CC) writes inviting CC members to consider the TEC reports. Among TEC Reports seen include:

- Minutes of TEC meeting held during the period 29 Dec 2016 – 16 Jan 2017

- Minutes of TEC meeting held during the period 07 – 14th March 2017

- Minutes of TEC meeting held during the period 28th Aug – 20 Sept. 2017

Among letters of invitation to attend CC meeting seen includes those of:

- 6th October 2016

- 17th March 2017

- 24 October 2017, and

- 18th December 2017

		<ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>Minutes of Contracts Committee (CC) meeting seen where among the agenda items was to review Evaluation Committee reports and Award Contracts. Four such Reports sampled as follows:</p> <ul style="list-style-type: none"> - Minutes of CC meeting held Wednesday 8th Sept 2016 - Minutes of CC meeting held Friday 14th October 2016 - Minutes of CC meeting held Friday 7th November 2016 - Minutes of CC meeting held Wednesday 18th January 2017
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	2	<ul style="list-style-type: none"> a) A consolidated 2017/2018 Procurement Workplan exists that was extracted from the District AWP 2017/2018 b) A procurement report seen showing that all procurements done were as indicated in the procurement plan

14

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

- All bid documents had been prepared and ready by 15 June 2017 when the advert appeared in the Daily Monitor newspaper of that date (on page 36 of the newspaper). Copy of the newspaper with advert seen.

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

2

- An updated Contracts register dated 12 July 2017 available and seen. Contract activity files available in the PDU Office

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

2

Procurement thresholds were observed. Samples taken from different Procurement methods seen were as follows:

Open Bidding:

- Project: Upgrading of District Road to Bituminous surface of Awach Lanyagyang Road 2 Km. Amount: UGX487,436,917. Contractor CME Enterprises Ltd. Date of Bid: 7th June 2016. Procurement Ref No: Kitg527/Wrks/16-17/00007

- Drilling of Deep Boreholes Lot 1. Amount: UGX157,435,600. Contractor: Icon Projects Ltd. Date of Bid: 1st Sept 2016: Procurement Ref No: Kitg/Works/16-17/00011

Selective Bidding

- Project: Construction of 2 stances Drainable Latrine at Pajimo HC III. Contractor: Bedo Abeda Nyok Ltd. Amount: UGX10,241,000. Procurement Ref No: Kitg527/Wrks/15-16/00031.

- Project: Rehabilitation of Residential Staff House at Orom sub-county Hq. Amount: UGX15,785,275. Contractor: Brilliant Arch Consult & Engineering Co. Ltd. Procurement Ref No: Kitg/Wrks/16-17/00016

Framework Contract

- Supply of Foodstuff to Kitgum General Hospital. Contractor: Shawa Agro Dealers and general Distributors. Commencement Date: 24th Nov. 2016. Completion date: 23rd Nov. 2017. Procurement Ref No: Kitg527/Supplies/16-17/00007

- Supply of fuel and lubricants. Contractor: Kitgum Gapco Service Station. Commencement Date: 24th Nov 2016. Completion Date: 23rd Nov. 2017. Procurement Ref No: Kitg527/Supplies/16-17/00003

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	0	<p>Projects were not appropriately certified. There was no Interim or Completion Certificate seen issued for either projects in the past or current FY. LG agreed to start doing so.</p>
		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<ul style="list-style-type: none"> No project ever indicated the Contract Value on the Site Board
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<p>The Local government had made all the bank reconciliations ,including the one for December that was prepared on 8th January 2018 as seen from the IFMS report</p>
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	2	<p>Kitgum LG does pay its suppliers in timely manner for example during the preparation of the draft copies of work plans request was made on 20th March 2017, approval on 23/march/2017 and payment was made on 23/03/2017</p>

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<p>Kitgum LG has internal auditor who prepared all the required reports.</p> <p>1st quarter report was prepared and submitted on 9th , Jan 2017</p> <p>2nd report was submitted on 31st Jan 2017</p> <p>3rd report was submitted on 28th April 2017</p> <p>4th report was submitted on 27th Sept 2017 and issues responded to</p>
		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	<p>Copies of the reports were given to the council and LGPAC on the status of implementation of internal audit findings and follow up were made as per the council minute of 21/10/2017</p>
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	<p>The internal audit reports were all submitted to the LG accounting officer, LG PAC and LGPAC on.30/07/2017. and reviewed by LGPAC on 21/10/2017 and did follow of issues that were raised</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	4	<p>Kitgum uses IFMS generated assets register which was accordingly updated as per the report produced and stamped</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"> unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	4	<p>Kitgum LG according to Auditor General report of 2016/2017, obtained from the Auditor General Office Kitgum scored unqualified report</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>Invitation letter by the District Speaker dated 17 /07/2017 for a Full Council Meeting to discuss among others service delivery issues as shown by the Agenda item 8 presentation of committee 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 evidence of a designated Officer to coordinate response to feedback. All complaints currently are addressed to CAO who directs them to Deputy CAO in-charge of Administration.</p>
23	<p>The LG shares information with citizens (Transparency)</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 evidence of Payroll and Pensioner Schedule found at the District Noticeboards.</p>
	<p>Total maximum 4 points on this Performance Measure</p>	<p>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1</p>	0	<p>No evidence of procurement plan was found published on the notice boards at District HQs. Evidence of contract award found at the notice board on the Procurement block e.g. award of contract to Abayo Foundation Stores Limited for the completion of Lakwor Health Centre II.</p>
		<p>• 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.</p>	0	<p>“N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17”.</p>

24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	The HLG communicated to LLGs as evidenced by a letter of 10/10/2016 by CAO to Heads of Department & All Sub-County Chiefs notifying them of the First Budget Call Circular on preparation of BFP & preliminary AWP for FY 2017/18.
	Maximum 2 points on this performance measure	<ul style="list-style-type: none"> Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	1	LG conducts discussions with the public through Presidential Directive for Radio Stations to provide airtime to LGs to talk about programmes being implemented, as evidenced by the schedule for radio talk show for broadcasting government programs in Kitgum District.

Assessment area: Social and environmental safeguards

25	The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	2	<ul style="list-style-type: none"> Workplan for District gender mainstreaming drawn and included in the overall 2017/18 District AWP. For FY 2016/17, one other Workplan was also drawn (separate from the main District AWP) that was supported by non-governmental Partners. This was done to expressly enhance gender activities in the District. Minutes of monthly District Planning Technical Committee meeting were seen where gender issues were discussed.
		<ul style="list-style-type: none"> Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	0	<ul style="list-style-type: none"> 16-days of 'activism' carried out from 25 November 2017 to 10 December 2017. The period was dedicated to strengthening the role of women in society. There was commemoration of International Women's day on 8th March 2017. Unit used a total of UGX1,170,000 out of planned UGX2,000,000 (58.5%) of budget for FY 2016/2017.

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	2	<p>Two Road Screening Reports seen.</p> <ul style="list-style-type: none"> One Screening Report for Beyo-Langee to Lamugu Road (6.0 Km) seen. It was done on 31st January 2017. Another Screening report for Kitgum Matidi – Lakwor-Aloto Road was seen. It was dated 28th Feb. 2017
		<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	0	<p>A thorough check was done and apparently no bid document had a section mentioning environmental management.</p>
		<ul style="list-style-type: none"> Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p>There are only two Land Titles at hand in Kitgum – one for Kitgum Government Hospital (kept with CFO), and the other for Okuti International Border Market.</p>
		<ul style="list-style-type: none"> Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	0	<p>Certificates of Environmental Restoration are said to have been given. But Kitgum District signs only one hard copy and gives it to the Contractor but retains no copy in their files. Electronic copies (therefore not signed) of certificates said to have been issued were:</p> <ul style="list-style-type: none"> Rehabilitation of Lagoro – Lalano – Aparo Road Section 1 was issued to Lujong United Ltd on 13/12/2013 Swamp Raising and Culvert Installation at Omiya Anyima – Lagoro Road issued to Geses Uganda Ltd on 30/(15?)/2015 Term Maintenance of 21 selected National Roads Lot 11: Orom-Locomo-Karenga Road (43 Km), issued to Continuum Engineering Ltd on 3/11/2017



LGPA 2017/18

Educational Performance Measures

Kitgum District

(Vote Code: 527)

Score 69/100 (69%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>The district has budgeted for the teachers and head teachers evidenced by then performance contract.</p> <p>LG has deployed a head teacher and seven teachers to all the schools. Evidenced by the reallocation list of staff dated 20/12/2017 and reallocation of teachers from where there are more to schools that were under staffed (referrer to the reallocation list of teachers signed and stamped by CAO 20/12/2017).</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100% score 6 If 80 - 99% score 3 If below 80% score 0 	6	<p>All the 829 teachers (100%) in the district are provided for in the wage bill as evidenced by the performance contract</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	0	The LG has filled one out the two positions of school inspectors
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	LG submitted recruitment plan to the HRM (03/01/2018) for 65 education assistants (primary teachers).
		<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	LG submitted recruitment plan to the HRM (03/01/2018) for 1 inspector of schools.
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	The School Inspector was appraised on 14th June 2017.
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	10 out of the 20 substantive head teachers were appraised in the calendar year 2016 (50% performance).

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	1	<p>Circulars communicated to schools include;</p> <ol style="list-style-type: none"> 1. Strategies to improve quality education dated 07/01/2005 by PS MoES to CAOs and DEOs 2. ICT capacity building for primary schools dated 04/03/2016 from PS MoES to CAO and DEO (copy seen and filled by head teacher Akworo primary school)
	<p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	2	<p>Meetings are held as evidenced Minute 2: communication from DEO on school inspection and monitoring, minute 5: school feeding programme.</p> <p>The department has a radio talk show on Megga FM radio on the school feeding programme (running for 9.00pm to 10.00 pm every monday)</p>
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p>	<ul style="list-style-type: none"> • Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	6	<p>Inspection report for term 1 2017 (dated 06/05/2017) in DEOs office.</p> <p>Term one 69 out of 91 schools were inspected (74%), term two 57 out of 91 schools inspected (62.6%) and term three 67 out of 91 schools were inspected (73.6) giving an average percentage of 70%</p>
	<p>Maximum 12 for this performance measure</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"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	0	<p>Inspection reports discussed as evidenced by minutes of staff meeting (dated 11/10/2017 min. 3) which discussed school inspection issues but there was no evidence that recommendations for corrective actions were made.</p>
		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	2	<p>Acknowledgements for reports submitted to DES dated 28/09/2017 and 04/12/2017 filled with the DEOs office.</p>
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	<p>inspection recommendations are followed. evidenced by report dated 06/05/2017 (bullet two) where a recommendation on management of classroom registers was emphasized</p>
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	<p>List of all the primary schools in the LG is duly signed and stamped. Copies of the EMIS forms filled, duly stamped and submitted to the MoES was available during assessment.</p>
		<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>	5	<p>The data for the 91 public primary schools is consistent with the one for EMIS provided by MoES.</p>
<p>Assessment area: Governance, oversight, transparency and accountability</p>				

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc....during the previous FY: score 2 	2	<p>At Standing Committee Meeting for Health ,Education & Community Based Services held on 28 /11/2016, under Min. 05/11/2016, the report from the Department was made and key issues included; school dropouts due to engagement in business and farming; enforcement of the education ordinance.</p>
		<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>At the Full Council Meeting held on 3rd-4th August 2017, the Health Education &Community Committee under KDC min 60/08/2017-2 presented its report to Council for approval some of the matters presented included implementation of advocacy and sensitisation of parents on the need to send children to school, LC III should pass bylaws to prohibit children from involving school going children in business and farming.</p>
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	5	<p>School management committees are functional as evidenced by reports from Pella PS (24/11/2017), Buluzi PS (24/4/2017) Lajokongayo PS 10/11/2017 and Aparo Hill top PS (24/10/2017).</p> <p>SMCs make accoutability reports for funds released by the LG to schools as evidenced by accountabilities from Lakaraka PS, Adyee PS, Loluko PS, Balakwa PS, Aptuberee PS, Awere PS and Pajimo Agweng PS.</p>

12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>Postings are posted at the school notice boards in the office of the head teacher as evidenced in the sampled schools of Opete PS, Odunglee PS, Akwaro PS and Lagot Cugu PS.</p>
----	--	---	---	---

Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	0	<p>Procurement plans submitted to PDU include procurement of a double cabin motor vehicle and classroom desks (for 2017/2018) submitted on 21/12/2017 instead of before 30th April</p>
----	---	--	---	--

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>The LG does certify and recommend suppliers for payment in a timely manner for example, construction of one block of two class rooms at Lakoga primary school. Requisition was made on 2.2.2017 by LOSHA AGRO & CONSTRUCTION COMPANY Engineer approved on 3rd/2/2017 , Inspection was made on 13/2/2017 . CAO approves on the same date, payment was effected in the 16th /March 2017 Voucher No. PV-ED00333</p> <p>Rehabilitation of 9 Class rooms</p> <p>At Kwarayo Okutu Primary School , Orom Sub-county</p> <p>Company ; DEG BEDO CO LTD</p> <p>Requisition was on 23/01/2017</p> <p>Engineer 25/Jan/2017</p> <p>CFO certified on 25/Jan/2017</p> <p>CAO approved 25/Jan/2017</p> <p>Payment on 16th/March/2017</p> <p>Voucher No: PV-ED00338</p>
----	---	---	---	---

Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>No evidence was provided to this effect.</p>
----	--	--	---	---

16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	0	<p>The sector provided information to the internal audit according to the internal audit report of 2016/2017,there were 5 issues raised(unaccounted for funds, data collection where no activity reported attached, monitoring of hygiene in the market, no accountability) not all issues were resolved</p>
----	---	---	---	--

Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	2	<p>The department works with the gender focal point person to disseminate gender guidelines as evidenced by minutes seen at Akwaro primary school dated 09/11/2016. issues handled by the gender focal point person included awareness on changes that take place during adolescence.</p>
		<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	2	<p>The department works with the gender focal point person to disseminate gender guidelines as evidenced by minutes seen at Akwaro primary school dated 09/11/2016. issues handled by the gender focal point person included;</p> <ol style="list-style-type: none"> 1. awareness on changes that take place during adolescence. 2. Preparing girls to cope with the onset of monthly periods with emphasis on body hygiene
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>The school management committees for the sampled schools had a third of the members being female as prescribed in the Education Act 2008.</p>

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	3	<p>The department liases with partners namely the Danish Refugee Council (DRC) as evidenced by a communication from DRC to to the district dated 29/11/2017 the programme involves platting of tree woodlots at school</p>
----	--	---	---	--



LGPA 2017/18

Health Performance Measures

Kitgum District

(Vote Code: 527)

Score 45/100 (45%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	3	77% (392 of 509 positions) were filled.
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>	0	No recruitment plan for 2017/18 provided.
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	3 (9%) out of the 33 Health Centre In-charges have been appraised in the financial year 2016/17 at the time of the assessment.

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	4	<p>The list of staff in OBT showed similar numbers and cadres as those on the deployment list on payroll.</p>
---	--	--	---	---

Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<p>Health facilities received 3 policy guidelines from the DHO's office. Copies were seen at Namokora HCIV and Kitgum Hospital.</p>
		<ul style="list-style-type: none"> Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	3	<p>A meeting of DHO / DHT with lower health facility in-charges was held on 24th May 2017 where the DHO explained provisions of a circular on the Adoption and Rollout of New Consolidated Guidelines for HIV Prevention and Treatment in Uganda.</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 only HCIV in the district (Namokora HCIV) was supervised as reflected in the attendance book with supervision comments by DHT members.</p>

		Evidence that DHT has supervised lower level health facilities within the previous FY: <ul style="list-style-type: none"> • 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 	3	100% (all 23 facilities) were supervised as reflected in quarter 4 supervision report 2016/17.
7	The Health Sub-district(s) have effectively provided support supervision to lower level health units Maximum 6 points for this performance measure	Evidence that health facilities have been supervised by HSD and reports produced: <ul style="list-style-type: none"> • 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 	0	There was no evidence of coverage of all facilities since reports and supervision log in records by HSD team members was provided.
8	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 Maximum 10 points for this performance measure	<ul style="list-style-type: none"> • Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 	4	Min.05/26/08/2016 of the DHT meeting dated 26th August 2016 on the "discussion and way forward" showed discussion of gaps in community awareness on Indoor Residual Spraying, that was reported in previous supervision reports. Under the same minute, increased mobilisation was recommended.
		<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	6	Recommendations made in earlier meetings were followed up, as reflected in Min 1/5/4/ 2017 of the DHT in which members were tasked to give briefs on community mobilisation.

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities which are consistent with both HMIS reports and OBT: score 10 	0	<p>PBS data (for July to December 2017) reflected 23 facilities while HMIS 105 showed 27.</p>
---	--	---	---	---

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<p>At Standing Committee Meeting for Health ,Education & Community Based Services held on 28 /11/2016, under Min. 05/11/2016, the reports from the Department was made and key issues included taking Hepatitis B Vaccine to facilities closer to the community.</p>
		<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>At the Full Council Meeting held on 3rd-4th August 2017, the Health Education &Community Committee under KDC min 60/08/2017-2 presented its report to Council for approval some of the matters presented included the need to motivate Health Workers at Akurumo Health Centrell.</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): • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0</p>	1	<p>• 75% of sampled facilities had active HUMCs as was the Hospital board. The key issues discussed included budget development, human resources and staff accommodation.</p> <p>For examples of such discussions are reflected the following Namukora HCIV HUMC meetings:</p> <ul style="list-style-type: none"> • Extended HUMC meeting held on 21st December 2017, Min.04-21st /12/2017 included discussion of resources for immunisation; • HUMC meeting held on 27th June 2017, Minute 5 included discussion of staff accommodation; • Emergency HUMC meeting held on 25th August 2016 handled adherence to deployment; • The term of office for the Namukora HCIV HUMC expired on 30th June 2017.
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• 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</p>	3	<p>Two lists of facilities and their PHC releases were displayed at notice boards on the council block and DHO's notices boards.</p>

Assessment area: Procurement and contract management

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	0	<p>No evidence of requests covering all investments in the annual work plan.</p> <p>There was no evidence of submission of procurement requests.</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	0	<p>.Receipt of procurement plan by NMS was not provided, making it difficult to ascertain proof of submission and its timeliness.</p> <ul style="list-style-type: none"> • Procurement plan available and seen.
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>The DHO certifies and recommend suppliers timely for payment for example payment of PMG 3rd quarter , the requisition was on 25th Jan 2017 and by 17th Feb 2017 payment was made</p>

Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	No evidence was provided to this effect.
17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	0	<p>The sector provided information to the internal audit on the status of implementation of all audit findings, there were 4 issues raised that included (X-ray building that was not completed, Renovation of hospital, HIV/AIDS activities -no accountability and activity report) not all these issues were responded to</p>

Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<p>.The HUMCs met the gender requirement. For instance, Namukora HCIV HUMC was composed of 33.3% of females.</p>
----	--	--	---	--

		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	2	<ul style="list-style-type: none"> • Two related guidelines were available including and available at Namokora HCIV and Kitgum Hospital. • They include: <ul style="list-style-type: none"> • Guidelines for occupational safety and health including HIV in the health service sector (February 2008). • Policy for Mainstreaming occupational health and safety in the health services sector (February 2008).
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	2	<p>Guidelines titled “Approaches to Health care waste management – Health Workers’ Guide – 2009” was available at Namokora HCIV and Kitgum Hospital.</p>



LGPA 2017/18

Water & Environment Performance Measures

Kitgum District

(Vote Code: 527)

Score 37/100 (37%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>Evidence in AWP 2017/18 dated 31st July 2017, that subcounties targeted were below the district average</p> <p>Subcounties targeted include Kitgum town, Kitgum Matidi, Labongo Layoma, Namokora, Orom</p>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	0	<p>No evidence in AWP 2016/17 dated 20th July 2016, which shows the targeted boreholes for construction were below district average</p>
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>	0	<p>No evidence Since the DWO is new (took office in July 2017), it was not easy to locate all reports,</p>
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>	<p>• Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10</p>	0	<p>• No evidence of consistency because lists of water facilities in OBT and MIS are different</p>
Assessment area: Procurement and contract management				
5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<p>• No Procurement requests for water works were submitted to PDU</p>

6	The DWO has appointed Contract Manager and has effectively managed the WSS contracts	<ul style="list-style-type: none"> If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	0	monthly site meetings not done
	Maximum 8 points for this performance measure	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	2	Evidence seen from sample contract negotiations for solar power piped water supply scheme construction dated 13th Sept 2017 of Transafrican supplies and services as per designs
		<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	0	No evidence of hand over by contractor since no related reports were seen
		<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	0	No evidence of certification by DWO since no certificates and reports were seen
7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<ul style="list-style-type: none"> The DWO certifies timely the payment of suppliers for example making of 5 stances VIP latrines by Alsta Technical Services Ltd Requisition was made on 5th June 2017 and by 15th June 2017 payment was made
Assessment area: Financial management and reporting				
8	The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	No evidence was provided to this effect.
	Maximum 5 for this performance measure			

9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	3	<p>Water Department provided information to the internal audit. The sector had audit queries that included data collection without activity report attached, monitoring hygiene in the main market without accountability and activity reports</p> <p>All these issues raised were responded to and cleared</p>
---	--	--	---	---

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>At Standing Committee Meeting for Works & Technical Services held on 20 /01/2017, under Min. 04/01/2017, the reports from the Department was considered and key issues included drying up of most shallow wells and recommended no further construction because they are prone to contamination; community at Lagwal requesting for a borehole after shallow well had dried up. need to improve borehole coverage from 61% which is lower than the national average.</p>
		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>At the Full Council Meeting held on 25/10/2016, the Works and Technical Committee under KDC min 08/10/2016 presented its report to Council for approval some of the matters presented included: involvement of the Water Officer in NUSAF III, Need for NWSC to engage the DWO on the extension of water to Akwang and Amida.</p>

11	The LG Water department has shared information widely to the public to enhance transparency	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	2	Displays seen
	Maximum 6 points for this performance measure	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	2	<ul style="list-style-type: none"> All WSS projects were labelled as seen from the sampled boreholes
		<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	0	contract sum not indicated
12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	Evidence of community applications and contributions was seen from file. Each community contributed UgX 200,000 per new borehole and UgX 100,000 for rehabilitation
	Maximum 3 points for this performance measure	<ul style="list-style-type: none"> Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	2	All new facilities had WUCs that were functional as seen from minutes. Sampled WSCs showed collections ranging from UgX 100,000 to UgX 200,000 towards O&M and evidence seen from general receipts at the district

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"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	2	In borehole contract docs, there is a clause on EIA. Looked at a sample
	Maximum 4 points for this performance measure	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	no sample followup seen
		<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<ul style="list-style-type: none"> The BoQ captures environment like planting trees, planting grass, soak pit as evidenced from Tech Specification , section 3.7 of contract BoQ of Icon projects ltd, dated 20 nov 2017

14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	0	<ul style="list-style-type: none"> • no evidence
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<p>Separate stances for men and women. provided ramps.</p> <p>, standard designs including rails for PWD.</p> <p>Seen from the design drawings of 3 stances latrine: one male, one female and other PWD</p>