



LGPA 2017/18

Accountability Requirements

Kween District

(Vote Code: 612)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	The LG made a late submission of the final performance contract to MoFPED on 04/08/2017	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	The Budget submitted included a Procurement Plan for the FY 2017/18.	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	The LG made a late submission of the annual performance report for the FY 2016/17 i.e. 04/08/2017	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>	<ul style="list-style-type: none"> • .The LG submitted all the quarterly budget performance report for all the four quarters of the previous FY2016/17 but made a late submission of quarter 4, see below; <p>Quarter 1 – 21/11/2016</p> <p>Quarter 2 – 22/02/2017</p> <p>Quarter 3 – 03/05/2017</p> <p>Quarter 4 – 04/08/2017</p>	<p>No</p>
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<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>	<ul style="list-style-type: none"> • The LG made a submission to the Internal Auditor General on the Auditor General findings and the Internal Audit reports for the year. • The submissions were dated 24th February 2017 as per documents inspected from the Internal Auditor General's office. 	<p>Yes</p>

The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer

XXXXX

- The Audit Opinion for the LG Financial Statements is unqualified as evidenced in the Audit Report dated December 2017 released in January 2018.

Yes



LGPA 2017/18

Crosscutting Performance Measures

Kween District

(Vote Code: 612)

Score 46/100 (46%)

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>	0	<p>There is an established physical planning committee in place but according to the existing committee minutes, they only sat once during 2015/16 on 07/01/2016 and FY 2016/17 on 09/11/2017.</p> <p>There were no plans considered during these two sittings, neither does the office have a plans register in place.</p>
		<p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	0	<p>The LG does not have a valid physical structural plan and there are no approved plans for the new infrastructure investments.</p>

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

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

0

Whereas most priorities in the approved FY 2017/18 AWP are based on the outcomes of the budget conference, there are also priority projects in the AWP that are not derived from the budget conference that was held on 09/11/2016 in the District council hall (see report) as seen below by sector;

Water

- Construction of 4 protected spring wells – appears in report page 10, AWP page 53
- Construction of 2 GFS, Mayok and Kwosir sub counties – appears in report page 10, AWP page 54.
- Drilling and installation of 1 solar powered borehole – appears in report page 10, AWP page 53.

Roads

- Repair of 1 bridge – NOT in report, AWP page 51.

Health

- Construction of a theatre at Kapraron Health centre IV – NOT in report, AWP page 46
- Construction of Kaptum OPD phase II. - appears in report page 9, AWP page 45.
- Construction of District health office phase IV. - appears in report page 9, AWP page 47.

Education

- Construction of 4 class rooms at Songengwo p/s and kapkwata p/s – appears in report page 10, AWP page 48.
- Procurement of 108 desks for 3 primary schools. - appears in report page 10, AWP page 48.

• 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.

0

Whereas most capital investments approved in the AWP 2017/18 FY are derived from the approved five-year development plan. FY 2015/16 – FY2019/20 approved during a council meeting that sat on 31/10/2014 under MIN.04/KDCM/10/2014, there are some that were not derived from the DDP: See sampled investments by sector below;

Water

- Construction of 4 protected spring wells –NOT IN DDP, AWP page53
- Construction of 2 GFS, Mayok and Kwosir sub counties – DDP page128, AWP page 54.
- Drilling and installation of 1 solar powered borehole – DDP page128, AWP page 53.

Roads

- Repair of 1 bridge – DDP page 128, AWP page 51.

Health

- Renovation of a theatre at Kaproron Health centre IV – NOT IN DDP, AWP page 46
- Construction of Kaptum OPD phase II. - DDP page126, AWP page 45.
- Construction of District health office phase IV. - DDP page125, AWP page 47.

Education

- Construction of 4 class rooms at Songengwo p/s and kapkwata p/s – DDP page127, AWP page 48.
- Procurement of 108 desks for 3 primary schools. – NOT IN DDP, AWP page 48.

		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	0	The project profiles were compiled in a separate document but during a TPC meeting that on 14/12/2016 under MIN: 05/DTPC/12/2014 it's just a list of sector priority projects presented and discussed not their profiles.
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	1	The Annual statistical abstract, with gender disaggregated data was compiled and presented to the TPC on 09/01/2017 under MIN.6/DTPC/9/1/2017.

4

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

Maximum 6 points on this performance measure.

• Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2

2

All infrastructure projects implemented during the previous FY2016/17 according to the annual budget performance report were derived from the annual work plan and budget approved by the LG Council during a council meeting that sat on 27th and 28th /04/2016 under MIN.07/KDCM/04/2015. i.e.;

- Completed phase IV of district health admin. Office. – AWP page 44, budget page 6.
- 4 classrooms constructed in Kapkwere and Kapteng p/s.- AWP page 46, budget page 20
- Supplied furniture to 4 primary schools. - AWP page 46, budget page 20
- Protection of 8 springs. - AWP page 52, budget page 25
- Rehabilitation of 6 boreholes in Ngenge and Kiriki S/Cs. - AWP page 53, budget page 25
- Drilling of 2 boreholes in Korite and Kubombe1 parishes. - AWP page 53, budget page 25
- Rehabilitation of 2 GFS' in Kuberen and Binyiny. - AWP page 53, budget page 25

• 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

The investment projects implemented in the FY2016/17 were completed as per work plan by end of FY at 100%. See completion dates below;

- Completed phase IV of district health admin. Office. – 28/03/2017
- 4 classrooms constructed in Kapkwere and Kapteng p/s.- 29/05/2017
- Supplied furniture to 4 primary schools. – 12/05/2017
- Protection of 8 springs. – 3/04/2017
- Rehabilitation of 6 boreholes in Ngenge and Kiriki S/Cs. – 17/02/2017
- Drilling of 2 boreholes in Korite and Kubombe1 parishes. – 18/03/2017
- Rehabilitation of 2 GFS' in Kuberen and Binyiny. – 21/03/2017

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	0	<p>Whereas some of the investment projects in the FY 2016/17 were completed within the approved budget – Max. 15% plus or minus of original budget, some projects were NOT implemented within the above budget limits.</p> <p>For example;</p> <ul style="list-style-type: none"> Completed phase IV of district health admin. Office. – 106% 4 classrooms constructed in Kapkwere and Kapteng p/s.- 118% Supplied furniture to 4 primary schools. – 28% Protection of 8 springs. – 83.4% Rehabilitation of 6 boreholes in Ngenge and Kiriki S/Cs and Drilling of 2 boreholes in Korite and Kubombei1 parishes. – 98.5% Rehabilitation of 2 GFS' in Kuberen and Binyiny. – 97.9%
		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	0	<p>The LG provided and spent for O&M budget only under administration (spent 131%) but other sectors were not catered for at all yet they have infrastructures to maintain.</p>

Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	<ul style="list-style-type: none"> During FY 2016/2017 there are No appraisals for Heads of: Works, Production, Health, Community Based Services, Education, Finance, Natural Resources Management
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		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<ul style="list-style-type: none"> Some HoDs were not on substantive appointment during FY 2016/2017 namely: Works & Technical Services, Education, Health, Production & Marketing, and Natural Resources.
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	<ul style="list-style-type: none"> DSC minutes indicate submissions and declarations made by the district were considered during FY 2016/2017. DSC minutes include DSC/29/2017, DSC/30/2017, DSC/17/2017 (a – d) to DSC/22/2017, DSC/07/2017 (a – d) and DSC/18/2017 (c - f)
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<ul style="list-style-type: none"> DSC minutes DSC/21/2017 (a – f), and DSC/60/2016 indicate that submissions for confirmation made by the district during FY 2016/2017 were considered by the DSC.
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<ul style="list-style-type: none"> There were no disciplinary cases submitted to the DSC for consideration.
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	<ul style="list-style-type: none"> There are cases of staff who accessed the payroll after more than two (2) months of assumption of duty for example: Mwanga Michael, Bushendich George, and Chemutai Betty.
		<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>There are cases of staff who retired during FY 2016/2017 but did not access pensions payroll within two (2) months and even to-date for example: Sukuku Micah Robert, Taboi Henry, Musobo Wilfred, and Kapsindet Dison.</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. 	4	<ul style="list-style-type: none"> • Local Revenue (OSR) increased from UGX. 87,209,678 in 2015/2016 to UGX.115, 477,983 in 2016/2017. The percentage increase was 32.4%. • The source of information is the Audited Financial Statements for 2015/2016 & 2016/2017, Auditor General's Reports for 2015/2016 & 2016/2017.
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	2	<ul style="list-style-type: none"> • The Local Revenue ratio for actual against budgeted in 2016/2017 is 98.7% derived from UGX. 115,477,983 actual from the UGX117, 000,000 budgeted in the year. • The source of information was the Audited Financial Statements for 2016/2017 and the Auditor General's Report for 2016/2017 dated December 2017.
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	0	<ul style="list-style-type: none"> • The LG made Local Service Tax (LST) to Ten Sub Counties and one Town Council on the 22nd December 2016 amounting to UGX.9, 397,000. • No other remittances were made to the LLGs • This fell short of the required UGX. 22, 695, 539 to be remitted to LLGs • This was sourced from the Bank Statements for LST deducted by the LG on the 11th August 2016, 2nd September 2016, 26th September 2016 and 25th October 2016 and payment vouchers for transfers to the LLGs.

		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	0	<ul style="list-style-type: none"> During the Financial Year 2016/2017, LG allocated UGX.52,037,000 for Council activities but this was far beyond the required UGX. 17,441,936 (20% Limit of the actual Local Revenue of 2015/2016 to be spent on Council Activities in 2016/2017). This was sourced from the Audited Financial Statements and Payment Vouchers for Council activities for the year.
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<ul style="list-style-type: none"> The LG doesn't have a Sr. Procurement Officer The Procurement officer is available and was appointed under Minute No.KN/DSC/115/2011(b) The Assistant Procurement is also available and appointed under Minute No. KN/DSC/83/2013 (h)
		<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	Minute 402/Nov/16 – 17, for the contracts committee meeting held on 11th November 2016, shows the TEC submitted procurement evaluation reports on various projects to the contracts committee for consideration.

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

1

Minute No. 402/Nov/16 – 17, for the contracts committee meeting held on 11th November 2016, approved the evaluation reports for various procurements reports received from the TEC. Some of the procurements for projects considered includes;

- Construction of Kwinyiny – Moyok GFS awarded to Tabagon contractors Association Company limited at contract sum of Ugx. 50,500,000.

- Construction of administration block awarded to Benet Transparent Company Limited at contract sum of Ugx. 125,792,100

- Feasibility study, design and Sitting of 2 production wells awarded to Geomax, Minerals and Consultancy Co. Ltd at a contract sum of Ugx. 76,241,100

- Construction of 2 boreholes in Ngeenge and Kiriki S/C awarded to Erika Drilling Technical Services at a contract sum of Ugx. 47,040,000

- Construction of Kwosir GFS awarded to Trinity Technical services at a contract sum of Ugx. 86,510,000

- Construction of 2 classroom blocks and an office at Kapkwere p/s awarded to Ngujjo Investment Co. at a contract sum of Ugx. 57,695,925

13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	2	<p>a) With the exception of one infrastructural project for the construction of 2 classroom block at Kapkwat p/s which appears in the budget estimates and work plan for the FY 2017/18 on page 19, and is not reflected in the procurement plan for the FY 2017/18, all the other infrastructural projects are presented both in the work plan and the procurement plan for the FY2017/18.</p> <p>b) According to the contracts register for the FY 2016/17, all the planned procurements contracts are done as planned in the procurement plan FY2016/17</p>
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	0	<p>Even though the bid documents for all the projects were prepared at the time of assessment, it was noted that they were prepared after 30th August, on 23rd October 2017. The procurement officer noted that sectors delayed the submission of TORs or BOQs.</p>
		<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	0	<ul style="list-style-type: none"> • The LG has an updated contracts register, comprising of all the planned procurements for the FY2016/17 • However the procurement activity files were found to be incomplete with supervision reports, interim certificates and completion certificates and handover reports.

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

2

The LG adhered to procurement threshold by advertising in the Daily monitor Newspaper on 23rd September 2016, all procurements that are above Ugx. 50m and conducted under Open National Bidding. These included;

- Kwe612/wrks/16-17/00006 – Construction of 2 classroom block at Kapteng p/s (Ugx. 51,293,025)

- Kwe612/wrks/16-17/00013 – Feasibility study design and siting of 2 production wells – (Ugx. 76,241,100)

- Kwe612/wrks/16-17/00007 – construction of 2 classroom block and an office at Kapkwere p/s – (Ugx. 57,695,925)

- Kwe612/wrks/16-17/00011 – Construction of Gravity Flow Scheme at Kwosir S/C – (Ugx. 86,510,000)

For the procurements that are under Ugx. 50m, invitation for bidders were published on the LG notice boards and copies sent to pre-qualified bidder on 5th September 2016. Procurements ere done under selective bidding process. These procurements included;

- Kwe612/wrks/16-17/00024 – construction of sub county headquarters at Kwosir S/C

- Kwe612/wrks/16-17/00010 - Drilling, Installation of 2 boreholes at Kiriki and Ngenge S/C (contract sum Ugx. 47,040,000)

- Kwe612/wrks/16-17/00014 – Rehabilitation of Kuberen Gravity Water Flow Scheme

- Kwe612/wrks/16-17/00005 – Construction of OPD at Kaptum HC III

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	2	<p>All the completed projects were found to have interim and completion certificates. However, it should be noted that most of the projects works that were conducted in the FY 2016/17 are still under defects liability period, and therefore their retention percentage and certificates can't be processed, and hence not available. Completed projects with both interim and completion certificates includes;</p> <ul style="list-style-type: none"> Rehabilitation of six (6) boreholes in Ngenge and Kiriiki s/c Construction of Kwosir Gravity Flow Scheme Pahse IV
		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<p>Currently, all works projects for the FY2017/18 have not yet been implemented; they are still under procurement process, and thus there are no site boards at the sites.</p>
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<ul style="list-style-type: none"> The LG makes timely monthly Bank reconciliations and for the eleven cashbooks checked, all were reconciled up to the 31st December 2017. The cashbooks looked at were for Administration, Works, Health, Finance, Statutory Bodies, Production, Internal Audit, Planning unit, Community Development Services, Education and Natural Resources Accounts

17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	2	<ul style="list-style-type: none"> The LG made timely payments to Suppliers during the Financial Year 2016/2017 as evidenced from payments documents (vouchers, requisitions, invoices) for the departments of Health, Education, Works, Administration, Internal Audit, Planning Unit, Natural Resources, Statutory Bodies and Production.
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<ul style="list-style-type: none"> The LG has a Substantive Senior Internal Auditor appointed under District Service Commission (DSC) minute 85/2005. The Internal Audit produced all the quarterly Internal Audit reports for 2016/2017 dated the 31st October 2016, 31st January 2017, and 28th April 2017 and 29th July 2017 for 1st, 2nd, 3rd and 4th Quarters respectively.
		<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	<ul style="list-style-type: none"> The LG provided information to the Council and LGPAC on the status of the implementation of the Audit findings evidenced through the submissions by the Internal Auditor to Chairmans/Speaker and copied to CAO and LGPAC as per the above dates of submissions.
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	0	<p>There were submissions to LGPAC and Accounting officer as seen in the Internal Audit Reports BUT there was no evidence that LGPAC reviewed the Internal Audit Reports. There were no Minutes availed for to prove this</p>

19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	0	<ul style="list-style-type: none"> The LG does not maintain an Assets Register in the format prescribed in the Accounting Manual. but only availed a Financial Year end Inventory Register submitted to Accountant General with the District's Policy Statement.
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<ul style="list-style-type: none"> The LG had unqualified Audit opinion as evidenced from the OAG report for 2016/2017 dated December 2017.
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>According to the minutes available for FY 2016/17, there is evidence that council sits i.e. sat on 23th, 24th may, 2017, 16/03/2017,08/02/17 e.t.c. and yet during the council meeting that was held on 23th,24th May, 2017 under MIN.43/KDCM/05/2017, there was the presentation, consideration and approval of the capacity building, procurement and recruitment plans.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 2. 	0	<p>No proof for designating a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints</p>

23	The LG shares information with citizens (Transparency)	Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2	0	At the time of assessment, there was no LG display of Payroll and Pensioner Schedule on public notice boards or by any other means
	Total maximum 4 points on this Performance Measure	• Evidence that the procurement plan and awarded contracts and amounts are published: score 1	0	There were no publications on awarded contracts and amounts on the notice board and yet still the procurement plan wasn't seen published anywhere.
		• Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1.	0	N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17
24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1	0	No proof of communication or explanation seen on guidelines, circulars and policies issued by the national level towards LLGs.
	Maximum 2 points on this performance measure	• Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1.	1	There is an activity report in place for a baraza that was conducted on 20/08/2017 in Benet sub county
Assessment area: Social and environmental safeguards				
25	The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles	• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.	0	At the time of assessment, the GFP at the LG had no notes or minutes to showcase as evidence of support to LG sector to undertake gender mainstreaming within their activities. The GFP was mainly involved in activities such as sensitisation about female genital mutilation and holding women council meetings, women's day celebrations, etc.
	Maximum 4 points on this performance measure.			

		<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	2	<p>a) The GFP has planned activities for the FY 2017/18 and they are included in the LG work plan. The activities include;</p> <ul style="list-style-type: none"> • Sensitisation of sectors about gender mainstreaming in work plans and budgets • Sabiny Culture Day celebrations • Women's council representations, etc. <p>b) In the FY 2017/18, the gender activities received and utilised Ugx. 59,000,000, representing 92% of the planned budget and activities.</p>
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	0	<p>With the exception of Kwosir GFS and Benet GFS, all the other projects and activities don't have environmental screening or EIAs prepared. This, according to the environment officer is because the office is not fully facilitated by the sector to undertake EIAs or screening activities.</p>
		<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>According to the Bid documents reviewed, there's no evidence that the environment and social management plans are integrated into the preparation of bids. The environment officer indicated that he's not consulted by the sectors in the preparation of the Bills of Quantities and Bid documents.</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 	1	<p>The LG has land titles on which it is implementing the following projects;</p> <p>(i) The construction of DHO's office at Kaproron HC IV with registered land title on Plot 96 and 97, Kween Block 2 equivalent of 11.606 hectares</p> <p>(ii) The construction of Kwanyiny S/C headquarters and Kwanyiny HC II with registered land title on Plot 101, Kween Block 2 at Kauswo equivalent of 0.9.09 Hectares</p> <p>(iii) The LG is in the process of registering other land agreements to acquire land titles for other institutions on which the LG projects are undertaken. Most of these agreements are kept at the sub county headquarters in which the respective projects are located.</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>Some of the projects are still under the defects liability period, but even those that are completed and out of the defects liability period, the Environmental and Social Mitigation Certification Forms are not made at all.</p>



LGPA 2017/18

Educational Performance Measures

Kween District

(Vote Code: 612)

Score 61/100 (61%)

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>	<p>• 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</p> <p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4</p>	4	<p>A budget of 2,752,326,686/= for 467 teachers giving an average of 13 teachers per school in FY 2017/18 was in place.</p> <p>Basing on staff lists and OBT all the 37 government schools have teachers ranging from 9(minimum) to 16(maximum) exceeding the minimum of 8 teachers per school, headteacher inclusive.</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>	<p>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0</p>	3	<p>Basing on the recruitment plan, out of the the expected 549 teachers, 467(85.1%) teachers are in post with a wage bill in place.</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	<p>The 2 positions of inspectors are vacant after assigning them other duties yet the wage is in place.</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>A gap of 82 teachers(15 headteachers, 30 deputy headteachers & 37 teachers) existed. A recruitment plan was in place and had been submitted.</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	0	<p>There was no recruitment plan for inspectors yet the positions are vacant.</p>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<ul style="list-style-type: none"> The only inspector of schools during FY 2016/2017 named Cherotich Michael Kapteki was not appraised.
		<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	<ul style="list-style-type: none"> Of the 37 primary school head teachers only 5 who constitute 14% were appraised during FY 2016/2017 namely Chelangat Juliet, Kusuro Eunice, Chemutai Beatrice, Bushendich Robert, and Chelangat Margaret.

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 for example on: operations of unlicensed/unregistered schools(16/01/2017); school feeding (circular no.14/2016); unlicensed/unregistered schools(22/09/3017) from the centre were in place. Circulars from district to schools seen were: operations of private schools (07/08/2017); performing arts(17/02/2017</p>
	<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>Minutes and attendance lists of 2 meetings of 23/08/2016 and 01/02/2017 were in place implying that meetings were irregularly held.</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. 	10	<p>108 schools (37 government & 71 private) were inspected as follows: quarter 1 - 94(87%); quarter 2 - 99(91.7%); quarter 3 - 101(93.5%); quarter 4 - 98(90.7%) giving an average of 90.7%</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>	<p>• 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</p>	4	<p>Minutes of 22/01/2016, 11/04/2016 and 05/01/2017 bear traces of issues emanating from inspection reports and actions taken.</p>
		<p>• 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</p>	0	<p>Only quarter 4 report dated 19/07/2017 was purportedly received by DES on 18/07/2017 (sign of forgery). However reports for quarters 1, 2, & 3 were in place but not submitted and according to data from DES they were not submitted.</p>
		<p>• Evidence that the inspection recommendations are followed-up: score 4</p>	0	<p>There were no follow-up reports on recommendations made based on discussions and actions taken.</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>	<p>• Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5</p>	5	<p>Comparing the names and number of schools in the OBT, statistical forms and list of schools with EMIS data from the MoES, they do tally.</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>Basing on statistical forms at schools and district in comparison to EMIS data the enrolment figures do tally with minor variations. Schools :Kitany [150150] - 137 boys & 128 girls; Kwozir [113013] - 309 boys & 303 girls and Chemwania [3799] - 420 boys & 434 boys do tally. However, schools: Kwanyiny [3808] - 243 boys & 244 girls and Kaplelep [150129] - 328 boys & 319 girls slightly differ with EMIS data 243 boys & 216 girls and 331 boys & 319 girls respectively.</p>
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>	<p>• 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</p> <p>• Evidence that the education sector committee has presented issues that requires approval to Council: score 2</p>	2	<p>From the committee minutes, it was established that a committee sat and discussed service delivery issues for example during a committee meeting that sat on 16th,17th/02/2017, under MIN.04/02/KDSSCOM/2017, there was a presentation and discussion of Education sector priorities FY 2017/18.</p> <p>From the committee minutes, it was established that a committee sat and presented issues that required approval to Council for example during a committee meeting that sat on 16th&17th/02/2017,the following were some of the issues recommended for approval in council;</p> <ul style="list-style-type: none"> • That any supplementary funds should be approved by council before spending. • That radio programmes should always be given priority especially on education matters.etc....
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>The appointment letters, list of all SMC members in the district and minutes of meetings show availability of functional SMCs.</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	0	<p>There was no evidence of UPE funds pinned on any notice board for public to view.</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 	4	<p>Procurement requests for FY 2016/17 were dated 01/07/2016 while those of FY 2017/18 were dated 30/10/2017.</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 Education department made timely certification and recommendations for payments to suppliers in time. This was evidenced from the payments documents (vouchers, funds requisition forms, interim certificates) for the following supplies; Repair of department's vehicle, supply of 18 Three desks to TERENCE P/S, construction of a Two classroom block at KAPTENG P/S, Construction of a Two classroom block at KAPKWERE P/S, Purchase of a double Cabin Pick Up, retention of supply of furniture to CHEMINY, CHEKWOM & KAPTENG Primary Schools, construction of a Five Stance VIP Latrine at CHEMINY P/S, Retention payment for the construction of a Two Classroom at KAPLEGEP P/S and construction of a Two Classroom block and office furniture at KABOROTWO P/S which certification and recommendation to Forty Nine days.</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>There is no proof of timely submission of the sector annual performance report to the planning unit for consolidation which is a probable reason why the LG made a late submission to MOFPED on 04/08/2017.</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	<ul style="list-style-type: none"> • • The sector had two (2) queries for the Financial Year 2016/2017 evidenced with the Internal Audit Reports on lack of supporting documents for some constructions of a two classroom block at KAPTENG Primary School which had no Engineer's Inspection Report and no supporting documents for the Inspection Activities by the District Inspectors for the two quarters they did the Inspections. • There were no formal responses to Audit findings.

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>NGOs - Action Aid, Community That Cares [U], UNATU and UNICEF basing on programmes and invitation letters in place [e.g 21/11/2017] trained senior women/men teachers skills on reproductive health, hygiene and sanitation in schools.</p>
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		<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	There is a handbook in schools - Gender Responsive Pedagogy for Primary Schools in Uganda [Teachers' Handbook] guiding teachers on gender issues.
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	All SMCs have at least 3 women members basing on the appointment letters, list of all members of SMCs in the district and attendance lists to SMC meetings which were in place.
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	0	There was no evidence on how the department was guiding schools on environment management. However, a visit to schools indicated that compounds are structured, trees and flowers planted, and school land fenced off with live hedges.



LGPA 2017/18

Health Performance Measures

Kween District

(Vote Code: 612)

Score 38/100 (38%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	6	<ul style="list-style-type: none"> • There are 289 established position for health workers filled as per the performance contract 2017/18 • According to wage IPFs for the current year there are also 289 positions of health worker with a wage bill provision for the year 2017/18 • Hence 100% of the structure for primary health workers with a wage bill provision from PHC wage for the current FY has been 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>	4	<ul style="list-style-type: none"> • There are 148 vacant posts in the Health department and ZERO number of posts proposed for filling as per the staff recruitment plan in the performance contract for FY 2017/18
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	<ul style="list-style-type: none"> • The in-charge of the only HC IV (Kaproron HC) in the district was not appraised during FY 2016/2017. There is no facility at hospital status in the district.

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	0	<ul style="list-style-type: none"> • For example the staff lists submitted together with the budget 2017/18 has under Kapraron HC IV 16 Askaris yet on the staff deployment list there are 4 deployed at Kapraron HC IV - this is inconsistent.
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	0	<ul style="list-style-type: none"> • There were no communication letters to indicate that the DHO communicated ALL of the following guidelines issued by the national level in the previous year: <ol style="list-style-type: none"> 1. PHC grants guidelines 2016/17 2. MoH guidelines for eye care – October 2016 3. Uganda Clinical Guidelines – 2016 4. Essential Medicines & Health Supplies List – 2016 5. MoH Resettlement Policy Framework – 2016 6. Health Sector Quality Improvement Framework and Strategic Plan 2015/16 – 2019/20, June 2016
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		<ul style="list-style-type: none"> • Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	0	<ul style="list-style-type: none"> • Meetings minutes for the DHT meetings held on the 16th January 2017, the extended DHMT meeting held on the 30th September 2016 and the Joint DHT & HSD meeting held on the 20th March 2017 did not indicate discussions by the DHO among other issues explaining the guidelines, policies, circulars issued by the national level to health facility in-charges
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	0	<ul style="list-style-type: none"> • The district did not avail the mandatory quarterly integrated support supervision reports by the DHT for FY 2016/17. Instead a report for the supervision of VHTs on FP and Immunization dated 30th June 2017 was presented as the 4th Quarter supervision report. There was a 3rd Quarter and a 2nd Quarter support supervision report dated 30th March 2017 and 10th January 2017 that mention Kapraron HC IV a one of the HF's supervised • The mandatory quarterly integrated support supervisions were not logged into the supervision log book at Kapraron HC IV for the FY 2016/17. • Meetings minutes for the DHT meetings held on the 16th January 2017, the extended DHMT meeting held on the 30th September 2016 and the Joint DHT & HSD meeting held on the 20th March 2017 did not indicate discussions about the integrated support supervision reports

		<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>	0	<ul style="list-style-type: none"> • The district did not avail the mandatory quarterly integrated support supervision reports by the DHT for FY 2016/17. • Supervision log books at Binyiny HC III and KAPTUM HC III did not have logs of all the mandatory quarterly DHT integrated supervisions during 2016/17 • At Binyiny HC III there were only 2 logs in the supervision log book, on the 29th September 2016 and 21st December 2016
7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	0	<ul style="list-style-type: none"> • At the time of the visit, Kapraron HC IV (HSD) did not avail the mandatory quarterly integrated support supervision reports nor HSD meeting minutes for the FY 2016/17 • The supervision log books at Binyiny HC III had only two logs of integrated support supervision, on the 19th April 2017 by the Senior Medical officer, Senior Clinical Officer and the Senior Nursing officer and on the 15th December 2016 by the Senior Clinical officer and the Accounts Assistant. • The supervision log books at Kaptum HC III had only two logs of integrated support supervision, on the 2nd May 2017 and 21st December 2016

8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 	0	<ul style="list-style-type: none"> • Meetings minutes for the DHT meetings held on the 16th January 2017, the extended DHMT meeting held on the 30th September 2016 and the Joint DHT & HSD meeting held on the 20th March 2017 did not indicate discussions about the integrated support supervision reports to make recommendations for corrective actions • At the time of the visit, Kapraron HC IV (HSD) did not avail the mandatory quarterly integrated support supervision reports nor HSD meeting minutes for the FY 2016/17
		<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	0	<ul style="list-style-type: none"> • All Meetings minutes for the DHT meetings did not indicate discussions regarding follow up of recommendations made in the 3rd Quarter and a 2nd Quarter support supervision report dated 30th March 2017 and 10th January 2017 respectively • At the time of the visit, Kapraron HC IV (HSD) did not avail the mandatory quarterly HSD meeting minutes for the FY 2016/17
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: o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> • All the facilities on the OBT are the same facilities on the HIMS list from MoH • They are 25 in total

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>From the committee minutes, it was established that a committee sat and discussed service delivery issues for example during a committee meeting that sat on 13th,14th/11/2016, under MIN.04(a)/KDCOM/11/2016, there was a presentation and discussion of health sector departmental reports.</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>From the committee minutes, it was established that a committee sat and presented issues that required approval to Council for example during a committee meeting that sat on 16th&17th/02/2017,the following were some of the issues recommended for approval in council;</p> <ul style="list-style-type: none"> • Budget desk should consider increasing the allocation of unconditional grant to the health department. • Letters of contract awards should be given to contractors immediately they are awarded. • That health assistant should be assisted by community leaders when carrying out their activities. Etc.....
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	0	<ul style="list-style-type: none"> • At the time of the assessment all 3 sampled HFs (Kaproron HC IV, Binyiny HC III, and Kaptum III) did not avail all the mandatory quarterly HUMC meeting minutes. The staff on site reported that the HUMC meeting minutes were in the custody of the in-charge who were all not at the facilities by the time of the assessment

12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<ul style="list-style-type: none"> There was no evidence on the public notice board at the DHOs office that the office had publicised all health facilities receiving PHC non-wage recurrent grants <p>Neither did the HFs visited publicise receiving PHC non-wage</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	<ul style="list-style-type: none"> There was a submission letters to DPU that covered all investment items in the approved Sector annual work plan and budget <ul style="list-style-type: none"> There was a copy of form PP5 dated 10th July 2017
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: <ul style="list-style-type: none"> 100% - score 8 70-99% – score 4 Below 70% - score 0 	8	<ul style="list-style-type: none"> There was a Procurement Plan for 2016/17 for all health facilities signed by the DHO and all health unit in-charges

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	<ul style="list-style-type: none"> • The DHO made timely certification and recommendations for payments to suppliers in time. This was evidenced from the payments documents (vouchers, funds requisition forms, interim certificates) for the following; servicing and repair of department's vehicle, construction of DHO's block KAPRORON HCIV, construction of KAPTUM HCIII phase two and fencing of KAPRORON HCIV NURSES QUARTERS. The certifications and recommendations took around Forty Six days.
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Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>There is no proof of timely submission of the sector annual performance report to the planning unit for consolidation which is a probable reason why the LG made a late submission to MOFPED on 04/08/2017.</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 • If all queries are not responded to score 0</p>	0	<ul style="list-style-type: none"> • • The sector had one query for the Financial Year 2016/2017 evidenced with the Internal Audit Reports on support supervision activities by the DHO. The accountability lacked the activity report. • There were no formal responses to Audit findings.

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>	<p>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2</p>	2	<ul style="list-style-type: none"> • Health Unit Management Committees (HUMCs) at the sampled health facilities: (Kaproron HC IV, Binyiny HC III, and Kaptum III) met the gender composition as per guidelines (i.e. more than two females on the HUMC).
		<p>• Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2</p>	0	<ul style="list-style-type: none"> • No evidence that the LG issued guidelines on how to manage sanitation in health facilities including separating toilet facilities for men and women. • Kaproron HC IV and Kaptum III did not have toilet facilities separated for men and women. • Binyiny HC III had toilet facilities separated for men and women.
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<p>• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.</p>	0	<ul style="list-style-type: none"> • No evidence of guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal at any of the sampled health facilities



LGPA 2017/18

Water & Environment Performance Measures

Kween District

(Vote Code: 612)

Score 30/100 (30%)

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 	0	<p>According to the Annual work plan for Water and sanitation activities For Fy 2017/18 For Kween District dated 12th June 2017 and received at Ministry of Water and Environment on 1/8/2017, the district safe water coverage stands at 62.5% and the district planned for :</p> <ul style="list-style-type: none"> Extension of 2 GFS in Kwasir and Benet Subcounties- 12 tapstands Construction of One borehole for a pump house in Ngenge sub county 4 springs in Benet, Kitawoi, Binyiny in Kwasir s/c <p>A sub county of Kwanyiny with safewater coverage of 40% was not targeted. Much as the district highlighted that there are other projects by central government, it was not documented in the annual workplan</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>According to the 4th quarter progress report for Water and Sanitation activities Fy 2016/17 for Kween DLG dated 12th June 2017 received at MoWE on 1/8/2017 the District safe water coverage was at 64.5%.</p> <p>Sub counties with low safe water coverage below the district were not targeted and these include:</p> <p>Kwanyiy s/c at 40%, Mayok at 64%, and Kiriki at 63%.</p>
Assessment area: Monitoring and Supervision				

<p>3</p>	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored - score 0</p>	<p>15</p>	<p>All project investments were monitored and inspected. Inspection reports for the different projects were available on the various payment vouchers (it was the only source of reports)listed below</p> <p>a) Kwasir GFS Phase IV by Trinity Technical Services. Payment voucher SN 9347 No. 10/05/17, instruction No 000679 of UGX 77,253,430/= several Inspection Reports by Ben Mwamadhi were available. Dates of reports included 18/4/207, 19/03/2017, 23/02/2017,4/5/2017 among others.</p> <p>b) Extension of Kwanyiny GFS to Mayoko s/c by Tabagon Contractors Ass. Attached to Payment voucher SN 9511 Voucher no 24/5/2017 of UGX 45,096,500 were various inspection reports by Mamadi Ben . These reports were dated 28/2/2017, 13/3/2017, 28/4/2017 among others</p> <p>c) Rehabilitation of Kaberen GFS by Tabagon Contractors Ass. Co .Ltd. Attached to Pyament voucher S/N 9334 ,No 16/04/2017 of UGX 21,415,926/= were several inspection reports by Mamadi Ben dated 21/3/2017, 19/3/2017, 17/3/2017. Site meeting were also held as highlighted in the minutes dated 17/2/107.</p> <p>d) Rehabilitation of Binyiny GFS . Attached to Payment voucher S/N 9350, No. 13/05/2017 of UGX 1,051,935 /= were several inspection reports sated 24/4/2017, 21/3/3017 and 10/4/2017.</p> <p>e) Construction of Kwasir GFS by Trinity Technical Services. Attached to Payment voucher S/N 9347 No. 10/05/2017 various inspection reported dated 25/02/2017, 8/02/2017 and 6/3/2017. By Mamadi Ben</p> <p>f) Borehole Rehabilitation of 6 boreholes in Ngenge s/c by Erika Drilling Services. Attached to payment voucher S/N 8835 No 4/02/2017 was an inspection report dated 20/2/2017 by Cherop Mosi Abile The BHT</p> <p>g) Drilling of 2 boreholes by Erika Drilling Technical Services Ltd. Costing UGX 47,774,072 /= Attached to payment vouchers S/N 9303 Instruction 000643, were inspection reports dated 14/03/2017 and 24/4/2017 by Tomin Nelson</p>
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4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	0	<p>For the current financial year the district has not submitted any data because contracts have not been signed hence no works on the ground.</p>
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Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	4	<p>The PP Form 1 For the planned works of :</p> <ul style="list-style-type: none"> - Construction of Kwanyiny and Mayok GFS - Construction of Kwozir GFS Phase IV - Rehabilitation of Kiberen GFS including extension of two tapstands - Rehabilitation of Binyiny GFS <p>were all not dated so not possible to determine the dates. Although PP Form 1 for Borehole drilling was signed by the DWO on 19/7/2017 and CAO confirmed funding on the same day.</p>
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"> 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	<p>Contracts for the current financial year 2017/2018 were not signed at the time of the visit. Contract managers had not yet been appointed. Hence no contract management plan in place.</p>
		<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	0	<p>Construction of facilities had not yet started at the time of the assessment.</p>

		<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	0	Construction of facilities had not yet started at the time of the assessment. Contracts were yet to be signed.
		<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	0	Construction of facilities had not yet started at the time of the assessment. However, a sample of the works for the financial year 2016/17 there were no completion reports on file at the time of the assessment e. g Extension of Kwinyiny GFS to Mayoko subcounty.
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 made timely certification and recommendations for payments to suppliers in time. The payments documents (vouchers, funds requisition forms, interim certificates) for the following projects; Extension of KWANYIY-MOYOK GFS, Rehabilitation of PISUK GFS, construction of production boreholes in NGENGE & KIRIKI Sub Counties, Feasibility studies and Siting o of Two production wells in NGENGE & KIRIKI Sub Counties, Siting, drilling, Test Pumping, Casting and Installation of Two Deep Boreholes in NGENGE & KIRIKI Sub Counties, Rehabilitation of BUNYINIY GFS, Extension of KWOSIR GFS PHASE IV, Construction of ANIO KAWUKA & CHEBOLEI SPRINGS in KITAWOI Sub County, Retention for the Rehabilitation of KUBEEN GFS, Construction of Two(2) water Springs at ANIO MAMADI & KAPTECHOR SPRINGS and Construction of MOIKUT, SATYA, KAPUDUJJA & REBERON SPRINGS. The certification and recommendations for payments took from zero to Thirty days well within the provisions of the Contract.
Assessment area: Financial management and reporting				
8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	There is no proof of timely submission of the sector annual performance report to the planning unit for consolidation which is a probable reason why the LG made a late submission to MOFPED on 04/08/2017.

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 	0	<ul style="list-style-type: none"> • The sector had one (1) query for the Financial Year 2016/2017 evidenced with the Internal Audit Reports. The DWO did not account for supervision and Inspection activities for the projects carried out in the Financial Year. • There were no formal responses to Audit findings.
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>From the committee minutes, it was established that a committee sat and discussed service delivery issues for example during a committee meeting that sat on 5th,6th/08/2016, under MIN.04/KDCOM/05/2017, there was a discussion of water sector budget estimates and sector plan(priorities) FY 2017/18.</p>
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		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>From the committee minutes, it was established that a committee sat and presented issues that required approval to Council for example during a committee meeting that sat on 11th&12th/11/2016,the following were some of the issues recommended for approval in council;</p> <ul style="list-style-type: none"> That the GFS technology should be invested in instead of boreholes which are expensive. <p>Also during a committee meeting that sat on 26th&27th/11/2016, it was recommended that;</p> <ul style="list-style-type: none"> Boosting of Kapkoch needs more funding given the nature of terrain and water volume
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	0	At the time of assessment, there were no displays seen on the notice boards.
		<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 	0	All the sampled projects visited didn't bare labels at all.i.e. GFS tap stand at Chesagati village on Kaberen GFS,spring at Tolel village.
		<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	At the time of assessment, there were no displays seen on the notice boards

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 	0	For the current financial year 2017/2018, only two communities of Chepakanor village in Alomor Parish in Kaptum S/C and Kapsenga community in Kasoro parish, Benet s/c had applied for spring protection. Application letters were on file. Community Contribution not yet done. The other communities had not yet applied
	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 	0	The current Financial year 2017/18 the construction works have not started. Contracts have been signed by the service providers/contractors but district has not yet completed signing their part. Hence no water facility in place yet.

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	<p>Environmental screening was done and Screening templates were available for all the projects as listed below:</p> <p>i) Construction of GFS in Benet s/c signed by District Natural Resource Officer (Samuel Chemisto) dated 15/11/2017</p> <p>ii) GFS in Kwosir s/c carried out on 16/11/2017</p> <p>iii) Construction of Anio Petero Spring in Benet s/c no date was indicated on form.</p> <p>iv) Construction of Chebokanor Spring- no date indicated on the form.</p>
	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	At the time of the visit, there was no evidence of follow up support provided. And no evidence of any Environmental screening carried out on water and sanitation facilities constructed the previous financial year (2016/17)

		<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	0	<p>Contracts sampled included:</p> <p>i) Extension of Benet GFS 2017/18 by Leverage Technical Services to Cost UGX 43,800,000/=</p> <p>ii) Extension of Kwosir GFS by Trinity Technical Services ref KWE 612/WrKS/ 17-18 /00014 to cost UGX 41,415,000/=</p> <p>iii) Borehole Drilling by Erika Drilling and Technical Services Ltd. (1 bh and a pump house) for UGX 68,040,000/=</p> <p>There was no clause on Environment Protection in the sampled contracts. The contracts had not been fully signed. The Contractor and CAO had signed but witness for Client had not yet signed.</p>
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women as per the sector critical requirements: score 3 	0	<p>One community of Chepakanor village in ALOMOR Parish in Kaptum S/ the WUC had 3 women out of the 6 members which is 50%</p> <p>Another community in Kamwam village in KAPRORON S/C had 1 woman out of the 6 member.</p> <p>All this information was from the application forms on file. Documentation on the remaining communities that are to benefit from water was not available at the time of the visit.</p>
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	0	<p>There was no sanitation facility constructed during 2016/2017 and none planned for 2017/18</p>