



LGPA 2017/18

Accountability Requirements

Kyankwanzi District

(Vote Code: 597)

Assessment	Compliant	%
Yes	5	83%
No	1	17%

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 PFMA and LG Budget guidelines for the coming financial year.	xxx	Kyankwanzi DLG submitted a Final Performance Contract for the FY 2017/18 to MoFPED on 6th/7/2017 while the Draft had been submitted on 03/05/2017	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	Kyankwanzi DLG submitted a Budget for FY 2017/18 that included a Procurement plan to MoFPED on 03/05/2017	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	Kyankwanzi DLG submitted to MoFPED the Annual Performance Report for FY 2016/17 on 31/07/2017	Yes
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxx	<p>Kyankwanzi DLG submitted to MoFPED all the 4 Quarterly budget performance reports on the following dates:</p> <p>Quarter I:11/11/2016</p> <p>Quarter II: 14/02/2017</p> <p>Quarter II:18/05/2017</p> <p>Quarter IV:31/07/2017</p> <p>These submissions were all made by the due date of 31/7/2017</p>	Yes
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>The DLG produced and submitted information to the PST/ST on the implementation of Internal Auditor General findings for the financial year 2015/2016 in a letter REF CR/D/AUD/252/02 dated 24th March 2017 and was received by the Internal Auditor General's office on 27th March 2017. This was before the deadline of 31st April, 2017. All the findings in the internal audit report for the FY 2016/17 were 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>The audit opinion on the Financial statements of the District for the FY ended June 2016 was not adverse or disclaimed. The audit opinion was, in fact, unqualified.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Kyankwanzi District

(Vote Code: 597)

Score 62/100 (62%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	0	<ul style="list-style-type: none"> • Physical planning committee was in place - as evidenced in letter by CAO to members dated 14/10/2016 under ref. No. CR/D/HRM/156/2. • 4 meetings held 5/01/2017, 18/5/2017, 11/08/2017 and 30/11/2017, minutes of which were reviewed • Registration book had recently been established. First entry was on 20/12/2016 <p>However there was no evidence that any of the investments submitted had so far been considered for approval.</p>

		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	<ul style="list-style-type: none"> - District physical development plan was not in place -not yet even budgeted for. All the 3 Town Councils (2 more in FY18/19) did not have physical development plans. - Relevant sector specialists including the Physical Planner, District Engineer and District Health Inspector conducted site inspection and desk review of the plans submitted based on whose findings they make recommendations to the Committee - Of the following 5 buildings plans submitted for approval 4 had been approved within 28 days while evidence of approval could not be immediately ascertained for 1 plan. - Premier Distillers Ltd. submitted building plan on 20/12/2016 for a proposed processing industry. The plan was approved in meeting of 5/01/2017 under Min. 4/Jan/2017 (10,000,000= paid as building fees) - Smart Steps PS submitted a building plan on 04/05/2016 for a proposed PS which was approved in meeting of 18/05/2017 under Min. 3/May/2017. <p>(District had received only the above 2 applications within 2016/17 FY).</p> <ul style="list-style-type: none"> - Kasozi John Paul submitted a building plan on 31/07/2017 for a proposed commercial house which was approved in meeting of 11/08/2017 under Min. 3/DPPC/08/2017. - Building Tomorrow Uganda submitted a building plan on 10/11/2017 for a proposed Primary School (waiver on fees granted by D/CAO) which was approved in meeting of 30/11/2017 under Min. 3/DPPC/11/2017. - Eaton Towers submitted a building plan on 07/08/2017 for a telecom mast but date of approval could not be readily confirmed as not recorded on registration book.
2	The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development			<p>The presentations made to Budget conference (BC) held on 27/10/2016 highlighted the following priorities which are captured in the AWP 2017/18:</p> <p>Health (pg.15 of BC Minutes)</p>

plan, are based on discussions in annual reviews and budget conferences and have project profiles

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

2

- Completion of Byerima HC II (DDEG)
 - Renovation of Nalinnya Ndagire HC III(DDEG)
 - Renovation of inpatient block at Ntwetwe HC IV (World Vision)
 - Renovation of Pit latrine at Nalinnya Ndagire HC III (World Vision)
 - Construction of a pit latrine at Sirimula HC II (World Vision)
- Education (pg.19-20 of BC Minutes and pg. 14-15 of AWP of AWP)
- Procurement of 3 seater desks to 5 PS (Kijubya, Bulongo, Kirayndongo, King Kalema)
 - Classroom construction in 4 PS Kijubya PS (under SFG), Nakakabala, Kiteredde Community PS, Degeya PS (GPE)
 - Classroom construction at St. Joseph Kyankwanzi SSS
 - 5-stance VIP latrines in 5 PS (Kitegwa, Banda, Kiranganzi, Sirimula, Kiteesa)
 - Completion of teachers quarters at Kiteredde RC PS
- Roads and Engineering (pg.27-28 of BC Minutes, pg. pg 16-17 of AWP)
- 368.9 km Routine manual maintenance (using road gangs)
 - 25km Routine mechanised maintenance of Musala-Kisozi-Banda
 - 5km Periodic maintenance of Kasajje-Kibanda-Kiryajjobyo
 - 12 km Spot improvements of district roads (Katananabirwa-Ntunda 4km, Misago-Kamukanga-Bukilimbo 4km, Mbali-Katugo-Kijogolo 4km)
- Water (an annex to the BC presentation)
- Drilling of 12 deep boreholes (Kamudindi, Katovu LC I, Lwanjare & Lwendagi, Kawolongoyo, Ndaga or Kyakabuga, Kisolo zone, Kasimbi, Kyampagi, Kisozi, Bulagwe PS)
 - Rehabilitation of 12 boreholes (Nsambya,

Butemba, Byerima, Nkandwa, Mulagi, Wattuba, Ntwetwe SCs

- Construction of a departmental block
- Construction of water for production facilities including valley tanks/dams at Kanyogoga, Kigasani, Kigalama
- Construction of demo Ecosan at Byerima RGC
- Unfunded priorities included construction of WSS in RGCs of Ntunda, Byerima, Kikonda, Kasambya, Ttuba, Kyenda, Kiganda

Production (pg. 50 BC and pg 10-11 of AWP)

- Completion of plant clinic at District
- Procurement of 10 in-calf heifers (Integrated AWP states bulls instead)
- Completion of Veterinary laboratory
- Construction of a demonstration fish pond at Ntwetwe
- Completion of District Production store

Natural Resources (pg. 72 BC and pg 20 of AWP)

- Tree nursery establishment

These priorities formed capital investments in the AWP FY 2017/18

Highlights of the discussion that followed the presentation were not available for review.

The following capital investments in the approved Annual Work Plan for FY 2017/18 were drawn from the approved five year district development plan (DDP) 2015/16-2016/20:

Production (pg 10-11 of AWP (150,701,000=) derived from pg. 76-92 of the DDP)

- Construction and maintenance of 2 fish ponds
- Stocking of 2 fish ponds
- Construction of 1 plant clinic

Education (pg 14-15 of AWP (546,996,000=)

<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>derived from pg. 96 the DDP)</p> <ul style="list-style-type: none"> - Construction of 8 classrooms - Construction of 30 latrine stances in PS, - Construction of 1 teachers house - Supply of furniture to 6 PS <p>Roads and Engineering (pg 16-17 of AWP (641,335,000= SCG and 143,494,000 domestic dev't) derived from pg. 98-99 of the DDP)</p> <ul style="list-style-type: none"> • 369 km of district roads routinely maintained • 5 km of district roads periodically maintained <p>Water (pg 17-18 of AWP (SCG 38,250,000=, Dev't grant 445,253,000=, DDEG 52,136,000=) derived from pg. 101-102 of the DDP)</p> <ul style="list-style-type: none"> • Construction of 1 public latrine in RGC • drilling of 12 deep boreholes • Rehabilitation of 12 boreholes <p>Natural resources (pg 20 of AWP (DDEG 15,500,000= and domestic dev't 15,000=) derived from pg. 103 of the DDP)</p> <ul style="list-style-type: none"> • 1 hectare of trees established • agro-forestry demonstrations established
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		<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>DTPC meeting of 23/03/2017 under Min. 002/DTPC/03/17 considered the following profiles alongside the workplans:</p> <ul style="list-style-type: none"> - Construction of Veterinary laboratory planned budget 15,680,000= - Construction of a 5 stance lined pit latrine budget 98,250,000= - Renovation of Banda HC budget 9,600,000= - Deep borehole drilling budget estimate 315,000,000= (Gayaza, Byerima, Butemba, Ntwetwe, Nsambya, Bananywa, Wattuba and Nkandwa SCs (EIA planned for) - Routine maintenance of roads budget 84,713,600= (included O&M and mitigation of Environment issues including budget of 4,600,000=) - Feeder roads mechanised maintenance budget 100,000,000= (included O&M and mitigation of Environment issues including budget of 800,000=)
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	<ul style="list-style-type: none"> - Kyankwanzi DLG had a draft Annual Statistical Abstract 2016/17 in place. Attempt had been made to capture gender disaggregated data (e.g on pg. 7-population by SC, 29 –enrolment). - The draft had a lot of information gaps that were yet to be filled in e.g distance to the nearest health facility, water sources, water coverage by Sub County and ratios for the facilities in schools. <p>There was no evidence that the abstract had been discussed by TPC to support resource allocation and decision making.</p> <p>Data collection and compilation of Statistical abstract is planned for the current FY 2017/18: Pg. 30 of Performance contract 2017/18 and in the budget for FY 2017/18 it is allocated 5,098,796=</p>
4	Investment activities			The following Infrastructure projects

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

implemented in FY 2016/17 were derived from the AWP for the said year:

Production (derived from pg.44 of AWP)

- 1 fish pond constructed in Nsambya SC – pg 89

Health (derived from Pg 98 of AWP)

- 1 mortuary constructed in Ntewtwe (10,000,000=) of AWP

Education (derived from pg.56, 100- 101 of AWP)

- 1 Classrooms block constructed at St. Joseph SSS Kyankwanzi

- Completion of 3 teachers houses achieved (Kiterede RC PS, Kitegwa PS, Rwenjiri PS instead of 1 planned- Kiterede RC PS

- Construction of 5-stance latrines n Kayunga RC PS and Ntunda, (derived from pg. 100 of AWP) while not achieved for Banda PS–pg. 97

Water (derived from pg. 108-110 of AWP)

- 1 Ecosan Demonstration latrine constructed in Lubiri RGC (budgeted 17,500,000= and spent 16,307,000=) pg. 108

- 12 out of 10 planned Boreholes Rehabilitated –pg. 109

- 9 boreholes drilled –pg 109

- Constructed 1 mini piped WSS at Lubiri RGC pg. 110

Roads and Engineering (derived from pg. 105 of AWP budget 272,452,000= and spent 251,594,000= pg. 103 Qtr 4 report and Works department annual report to URF)

- 368.1km out of 365km of district roads routinely maintained under labour based

- 12.5 km out of 12.5 km of district roads routinely maintained under mechanised

- 5 km out of 10 km of district roads spot improved under mechanised

Under Education though procurement of furniture for Primary schools was planned beneficiary schools were changed and

		<p>reduced to 2 Primary Schools -Gayaza CU PS and Kasoolo SDA (pg 98 of Qtr 4 report), instead of the 3 earlier planned - Kiyindi yindi , St. Andrew's Ndibata and Kyabasita PS (pg. 55 of AWP)</p>
<p>• 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</p>	<p>2</p>	<p>Quarter 4/ Annual Performance report for FY 2016/17 FY 2016/17 indicated that most of the projects were completed within the FY including:</p> <p>Production (derived from pg.86-89- of AWP)</p> <ul style="list-style-type: none"> - 1 fish pond constructed in Nsambya SC – pg 89 - 1 fish pond stocked with 21,330 fish fingerlings –pg 89 <p>Education (derived from pg. of AWP)</p> <ul style="list-style-type: none"> - 1 Classrooms block constructed at St. Joseph SSS Kyankwanzi <p>Health (derived from pg.98 of AWP)</p> <ul style="list-style-type: none"> - 1 mortuary constructed in Ntewtwe (10,000,000=) Pg 98 of AWP <p>Water (derived from pg. 108-110 of AWP)</p> <ul style="list-style-type: none"> - 1 Ecosan Demonstration latrine constructed in Lubiri RGC (budgeted 17,500,000= and spent 16,307,000=) pg. 108 - 12 out of 10 planned Boreholes Rehabilitated - 9 boreholes drilled - Constructed 1 mini piped WSS at Lubiri RGC pg. 110 <p>While some over performance was registered:</p> <ul style="list-style-type: none"> - 368.1km out of 365km of district roads routinely maintained under labour based (pg. 103 Qtr 4 report and Works department annual report to URF) - 12 hectares out of the planned 1 hectare of trees (eucalyptus) planted (that is 1200% achievement) - Completion of 3 teachers houses in Kiterede RC PS, Kitegwa PS, Rwenjiri PS instead of only 1 planned- Kiterede RC PS

However the following were not completed within the FY 2016/17

- 1 plant clinic constructed up-to wall plate (0% achieved) –pg 87 –late release of funds

- 2 out of 3 (5-stance) latrines constructed in Kayunga RC PS and Ntunda, while not achieved for Banda PS–pg. 97

- Furniture provided to 2 PS (Gayaza CU PS and Kasoolo SDA) instead of the 3 planned (Kiyindi yindi , St. Andrew’s Ndibata and Kyabasita PS) –pg 98 of Qtr 4 report Vs AWP pg. 55

- Construction of 1 production sector store (Qtr 4 report, pg 86)

- 5 km out of 10 km of district roads spot improved under mechanised (pg. 103 Qtr 4 report and Works department annual report to URF)

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	2	<p>The following five sampled projects demonstrated that 540,077,594= was spent out of 547,802,000 budgeted for, representing - 1.4%, which is within the acceptable range of Max. 15% plus or minus of the original budget.</p> <ul style="list-style-type: none"> - 1 mortuary constructed in Ntwetwe (pg. 95 budgeted and also spent 10,000,000=) - Completion of 3 teachers houses achieved (Kiterede RC PS, Kitegwa PS, Rwenjiri PS instead of 1 planned- Kiterede RC PS (at - pg. 98)[budget 17,000,000= and spent 39,289,000=] - Maintenance of 368.1 km (under labour based) 12.5 km under routine mechanised and 5 km under spot mechanised improvement of district roads (budget 272,452,000= and spent 251,594,000= (pg. 103) - 1 Ecosan Demonstration latrine constructed in Lubiri RGC (budgeted 17,500,000= and spent 16,307,000=) pg. 108 - 9 boreholes drilled (budget 230,850,000= and spent 222,887,594=) pg. 109 and Qtr 4/Cumulative water department
		<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	<p>Based on a sample of projects listed here below the LG budgeted 320,507,000= and spent 309,250,000= (96.5%) on O&M of infrastructure in the FY 2016/17:</p> <ul style="list-style-type: none"> - 12 out of 10 planned Boreholes Rehabilitated (budget 48,055,000 and spent 57,656,000=) – Qtr 4/Cumulative report Water department - 38km was maintained under routine mechanised, 346 under labour based routine maintenance and 31 km under spot mechanised (budget 272,452,000= and spent 251,594,000= (pg. 103 and Qtr 4/Cumulative report Roads and Engineering)

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure.

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

0

• 10 HoDs out of 14 have been appraised as per guidelines issued by MoPS during FY 2016/17. This is according to evidence provided by appraisal reports and performance agreements contained and viewed in their respective personal files. The 10 appraised HoDs are:

District Planner was appraised as per appraisal report & agreement dated 13 July 2017 in his personal file,

Principle HR Officer was appraised as per appraisal report dated 1st July 2017 by Elizabeth Namanda,

Head of Procurement Unit - appraised as per report dated 29th June 2016,

Head of Community Development - appraised on 12th June 2016 signed by Muhanguzi Abel.

District Natural Resources Officer was appraised as per appraisal report & agreement dated 1st July 2017.

Chief Finance Officer - Appraised as per appraisal agreement dated 8th July 2017

Head Production & Marketing was appraised as per appraisal agreement & Report dated 30th April 2017.

District Education Officer – appraised as per appraisal agreement dated 22 March 2017.

Head Water sector – appraised as per appraisal agreement dated 6th July 2017

Dpty CAO (administration) - appraised by CAO.

		<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"> • The LG in Kyankwazi district does not have all HoD positions filled. Out of a total of 14 departments and main units that includes main units as well; only 6 of the positions have been substantively filled. These are: <ul style="list-style-type: none"> ? Community Development (filled but no evidence of appointment in file), ? Principle HR Officer (filled by appointment letter dated 21rd June 2011, minute number DSC/176/2011 signed by then CAO Mulondo Robert), ? Head of Procurement Unit (position filled by letter dated 27.2.17 and minute number 03/ DSC/02/2017-P1), ? District Planner (position filled by letter dated 3.7.17 and minute number 04/DSC/06/2017), ? Information Officer position (filled by appointment letter dated 3.4.12). ? Dpty CAO (Hd Administration) - position is filled. The rest of the positions have heads that have been only assigned in acting position – just to hold portfolio. Therefore only 43% of HoD positions are substantively filled and 57% of the positions are not yet filled.
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>During FY 2016/17, a total of 24 positions were submitted to DSC for recruitment. The submission list viewed (dated 30.9.16) indicated that some of the positions had more than two staff required to be recruited. All the staff submitted during FY 2016/17 were considered for recruitment as per New Vision advertisement viewed and dated 03.10.16 and DSC recruitment meeting dated. The list of appointment from DSC also shows recruitment or appointment statuses of all the 24 categories of posts considered and handled by DSC.</p>

		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>The assessor was presented with a submission list for confirmation addressed to DSC and dated 7.09.17. Minutes of all confirmation were still in handwritten form and the Assessor viewed them and confirmed them to be a genuine deliberation of meeting confirmation meeting conducted by DSC. The meeting addressed a back-log of pending confirmation cases that had existed in the district. In that meeting therefore, a total of over 150 staff were confirmed – most of whom consisted of Primary school teachers, drivers, nurses, porters, office attendants, clinical officers etc..</p>
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>During FY 2016/17, there were 8 cases submitted to DSC for disciplinary action. Most of the submissions of disciplinary cases were submitted by single letter written and signed by CAO herself. These individual submissions involved varying offences and as viewed by the Assessor. Some of which included the following staff: Sewankambo Charles (for negligence of duty) – submitted on 10.11.16;</p> <p>Ampairwe Scovia, Alungat Rose and Nakimera Hadija (for abandonment of duty) – submitted on 13.6.17;</p> <p>Bwengye Brenda (for abandonment of duty) – submitted on 13.6.17;</p> <p>Kakumba W. (for embezzlement) – referenced with minute number 03/KYZ/DSC/11/2017 of the DSC disciplinary meeting.</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 	3	<p>According to a submission letter to DSC for recruitment of 14 positions and dated 30.9.16, all the staff recruited accessed payroll for salary with exactly 2 months of recruitment. There is no evidence whatsoever or any indication found that reveals presence of a recruited staff accessing salary payroll beyond 2 months of his/her recruitment. Therefore, it is clear that all staff recruited were able to access salary payroll within 2 months of reporting to duty.</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>Absence of a list of pensions beneficiaries for FY 2016/17 was already a clear hint that accessing a pensions payroll would be a impossible. Indeed, there was no evidence presented to indicate that pensioners accessed payroll within the first two months of retirement. The pensioners' list displayed on the notice board were staff who retired over 8 years ago and these are pensioners who are accessing payroll only now.</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 district LG increased its OSR by 0.3% from UGX 254,866,733 in the FY 2015/16 to UGX 255,505,719 in the FY 2016/17. (Source: Kyankwanzi District Final accounts for FY 2015/16 and FY 2016/17).</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. 	2	<p>The actual/budget revenue collection ratio for the FY 2016/17 was 100% (UGX 254,866,733/255,505,719). This resulted in a budget variance of 0% which is lower than 10%. (Source: Kyankwanzi District accounts for FY 2016/17)</p>

11	Local revenue administration, allocation and transparency Maximum 4 points on this performance measure	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	0	There was no evidence that the DLG remitted any funds to LLGs for the FY 2016/17. Yet it was evident in the final accounts for that FY that revenues including Local Service Tax (UGX 58,355,343), Land fees (UGX 114,793,000) were collected at the headquarters.
		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	The LG spent UGX 49,840,000 in the FY 2016/17 on Council allowances and emoluments compared to UGX 254,866,733 which was collected in the FY 2015/16. This was 19.6% of OSR for the FY 2015/16 (less than 20%) as per the Local Governments Act CAP 243.(Source: the Kyankwanzi DLG final accounts for the FY 2015/16 and FY 2016/17)

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.	<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"> Evidence shows that only the position of Procurement Officer is substantively filled. The Procurement Officer was appointed by DSC Minute DSC03/02/2017(P1) dated 3 February 2017. However, the same person was assigned the duties of the Senior Procurement Officer by letter dated 27 February 2017 signed by the Deputy CAO, Letter Ref CR/156/2.
		<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	The TEC committee produced Evaluation Reports and submitted to the Contracts Committee. E.g Evaluation report for borehole drilling KYAN597/WRKS/2016-2017/00001 dated 5 July 2016 which recommended Icon Projects Ltd.
		<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	The Contracts Committee minutes were available and contained in the procurement files e.g. Contracts Committee meeting of 27 March 2017 considered recommendations of the TEC and in Minute DCC/051/032/2017 awarded the contract to Kaki General works and Minute DCC/051/12/2016 awarded the contract to Punock Technical Services as recommended.

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"> • Review of the procurement and disposal plan for FY 2017/18 shows that the infrastructure projects are reflected in the annual work plan. E.g. renovation of finance offices is Item 7 under code 02 (finance) in the annual work plan and is captured as item 9 in the consolidated procurement plan; Renovation of Banda HC II is item 11 under code 05 (health care management systems) in the annual works plan and corresponds to item 11 in the consolidated procurement plan. • Procurement in FY 2016/17 was as planned, e.g. construction of an Ecosan toilet at Lubiri trading centre (KYAN597/WORKS/2016-2017/00008 awarded on 26 August 2016 is reflected in the plan as item 7, page 5 of the consolidated procurement plan with planned value of UGX 17,500,000.
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	<ul style="list-style-type: none"> • Review of the consolidated procurement plan for FY 2017/18 shows that only about 40% of the bid documents for infrastructure were prepared by August 30.
		<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 	2	<ul style="list-style-type: none"> • The Contracts Register for 2016/17 was available and last updated on 9 June 2017. <p>The procurement files were also complete with relevant documents such as copy of pre-qualification and solicitation documents, record of bid opening and closing, evaluation reports, contracts committee decisions, notice of best evaluated bidder, Letter of Bid Acceptance, among others.</p>

		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<ul style="list-style-type: none"> Sampled projects indicate adherence to procurement thresholds. E.g. Contracts KYAN597/WORKS/2016-2017/00008 valued at UGX 17,165,500 and KYAN597/WORKS/2016-2017/00011 valued at UGX 29,595,600 are within Selective Bidding threshold of not exceeding UGX 50,000,000. Contracts KYAN597/WORKS/2016-2017/00001 valued at UGX 139,500,667 and KYAN597/WORKS/2016-2017/00003 valued at UGX 129,840,000 are within the Open Bidding threshold of more than UGX 50,000,000.
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> No evidence was availed to show Interim and/or Completion Certificates for all completed works projects in 2016/17. However, they were alleged to be in Finance department and attached to payment vouchers.
		<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>Not all works projects for FY 2017/2018 had site boards. Of the sampled project sites visited, two did not have site boards i.e. Renovation of Council Hall and finance offices both at the district HQ, and construction of four stance lined pit latrine in Byerima was not clearly labelled as information on contract value and expected duration was missing on the site board.</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	<p>All the monthly reconciliations for the FY 2016/17 and those for the period July to December 2017 were in place. They were all signed by the HOF and verified by the Internal Auditor. The dates of approval/verification of the reconciliations statements ranged between 1 to 8 days.</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>A sample of 12 transactions from health, water, education and production departments showed that all payments were fully within the period of payment timelines of 30 days as indicated in Contracts respectively. The range of payment timeline for the sampled vouchers was from 1 day to 16 days which was within the maximum recommended period of 30 days.</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. 	0	<p>The Head of Internal Audit department (Mr Edward Lubulwa) was appointed Internal Auditor on 28th October 2014 under DSC Minute No. 03/24/DSC/10/2014 in a letter REF CR156/2 signed by the then CAO (MrSamuel Semakula). He is therefore not a substantively appointed Senior Internal Auditor.He, however, produced all internal audit reports in the previous FY 2016/17.</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>There was evidence that the LG provided information to Council and LGPAC on the status of implementation of internal audit findings. The Ag District Internal Auditor had produced and submitted the 1st quarter, 2nd quarter, 3rd quarter and 4th quarter on 7th February 2017, 15th May 2017, 27th June 2017 and 8th Dec 2017 respectively to the LGPAC, CAO and the Chairperson LCV respectively. The quarterly internal audit reports were duly acknowledged by the above offices.</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 Accounting Officer and the LGPAC received all the internal audit reports and the LGPAC discussed them on the following dates: the first quarter report on 31st March 2017, the 2nd and 3rd quarter reports on 16th July 2017 and the 4th quarterly report on 15th Dec 2017</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>The LG maintains updated assets registers. The assets registers have all assets of the LG including buildings vehicles and others. The latest update on the assets register was the entry of a Laptop Serial No 50/30 procured on 6th July 2017. There was no evidence of any other asset that was not registered in the Assets Register.</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>The LG received unqualified audit opinion on the financial statements for the FY 2016/17. (source: The OAG audit report for the FY 2016/17 for the District)</p>
Assessment area: Governance, oversight, transparency and accountability				

<p>21</p>	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	<p>0</p>	<p>The following 5 sets of Minutes of District Council meetings reviewed for FY 2016/17 confirmed that the Council discussed service delivery related issues. However there was no evidence of discussion of LG PAC reports:</p> <p>a) Meeting of 30/05/2017:</p> <p>Discussed 2017/18 budget and the Procurement plan 2017/18 under Min.003/DLC/05/2017</p> <p>b) Meeting of 11/04/2017:</p> <p>Discussed approval of the Kyankwanzi District staff structure, Budget estimates for 2017/18 (forwarded to Committees for further discussion) and Budget for Byerima SC (did not yet have an elected Council) under Min.003/DLC/04/2017</p> <p>c) Meeting of 21/12/2016:</p> <p>Discussed and approved supplementary budget of 18,562,500= (UNFPA) for renovation of Kikonda HC III, Kikolimbo HC II, Kiyuni HC III, Mujunza HC II, Nnalinya HC III and Butemba HC III under Min.003/DLC/12/2016; approval of District Land board, approval of English and Luganda versions of the Kyankwanzi District Education Ordinance (in same min above)</p> <p>d) Meeting of 24/11/2016</p> <p>Discussed and approved supplementary budget of 1.615,000= for health (activities not stated) under Min.003/DLC/11/2016 – resolution 4 and committee reports (Health and Water only) under Min.004 /DLC/11/2016</p> <p>e) Meeting of 20/09/2016</p> <p>Discussed motions to regulate livestock movement in the District under Min. 003/DLC/09/2016, and Committee reports under Min 004/DLC/09/2016. (water, education, health)</p>
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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	2	<p>The Deputy CAO, Mr. Ssebandeke Richard, had been assigned to handle Client Charter in letter dated 17/08/2017 under ref. No. CR/D/HRM/156/2 by the CAO. The assignment included coordination of response to feedback (grievances /complaints)</p> <p>The following response to citizens complaints was seen:</p> <ul style="list-style-type: none"> Report under ref. No. CR/D/HRM/156/2 by the Deputy CAO dated 16/12/2016 filed in file ref. No. CR/D/1203/1 in the district central registry in which a community meeting had been held with residents of Bananywa in response to conflict over land leased to Kyankwanzi sugar works. <p>Coordination of Client Charter was included as an assessment area for the Deputy CAO as evidenced in his annual performance appraisal form for FY 2016/17 dated 12/07/2017.</p>
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<p>LG Payroll December 2017 and Pensioner Schedule Aug 2017 were published on notice boards at the District headquarters</p>
		<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	1	<p>Procurement plan and awarded contracts and amounts for FY 2017/18 were published on the notice boards at the District headquarters.</p>
		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<p>Not applicable. The Central Government did not conduct the Annual Performance Assessment for LGs in FY 2016/17</p>

24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	<p>Kyankwanzi DLG had communicated and explained guidelines, circulars and policies to LLGs and was demonstrated by the fact that during some of the DTPC meetings (attended by LLG staff -SAS and TCs) the following guidelines were disseminated:</p> <ul style="list-style-type: none"> - Review of the Uganda Public Service Standing orders in meeting of 23/05/2017 under Min.3/DTPC/05/2017 - First Budget Call circular FY 2017/18 in meeting of 30/9/2016 under Min.3/DTPC/09/2016.
		<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 feedback on status of activity implementation: score 1. 	1	<ul style="list-style-type: none"> 3 Radio talk shows held under production sector pg. 90 Annual Performance report 2016/17 Report by District Information officer, Ms. Nabukenya Christine, on meeting held on 28/05/2017 at Tendero A in Byerima SC gave feedback on implementation of government programmes in the district.

Assessment area: Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<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"> Activity report dated 27 March 2017 indicates that the Gender Focal Person provided support to sector departments on gender mainstreaming.
		<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	<ul style="list-style-type: none"> The FY 2017/18 work plan indicates that there are planned activities to strengthen women's roles e.g. gender mainstreaming trainings, support to women's councils and women's entrepreneurship program. A comparison of the budget for gender activities against availed evidence (payment voucher 9820) indicate that 90% of 2016/17 budget was used.

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	<ul style="list-style-type: none"> • Available reports indicate that environmental screening was done for some projects. E.g. environmental screening report dated 25 October 2017 for pit latrine construction at Nsambya sub-county headquarters and 7 September 2017 for periodic maintenance of Butikiro-Kiryajoby road in Gayaza sub-county.
		<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>Whereas Environmental and social management plans are included in Element 7 of the BOQ for construction of pit latrines, there was no evidence provided to show they are included in the contract bid documents for other infrastructure projects like wells and boreholes.</p>
		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p>There was no evidence availed as proof of ownership of land where projects were implemented.</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>Generally, not all completed projects have Environmental Social Mitigation Certification. Only two projects had environmental and social certification i.e. construction of four unit staff house at Kiterede primary school (certificate dated 14 December 2017) and construction of five stance pit latrine and Kiboga parents primary school (certificate dated 15 December 2017).</p>



LGPA 2017/18

Educational Performance Measures

Kyankwanzi District

(Vote Code: 597)

Score 76/100 (76%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	4	<p>According to the list of schools in the DEO's office, there are 246 primary schools in Kyankwanzi District; of these 114 are government aided while 132 are privately owned. The staff list and the performance agreements show that there are 997 teachers on the wage bill for the current FY 2017/18. Each of the government-aided schools has a Head Teacher and a minimum of 7 teachers budgeted for.</p>
		<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>Examination of the teachers' list indicated that each of the government-aided schools has a Head Teacher and at least 7 teachers deployed in them. This was further verified by checking the list of teachers in a few selected schools namely Vvumba Primary School (PS), Bukwiri PS, Kitabowa PS, and Kyabajojo PS.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	3	<p>Information obtained from the performance contracts (performance agreements) and the wage bill provision document indicated that 80% of the structure for primary school teachers with wage bill provision were filled. Attempts to recruit more teachers have failed to attract the required numbers because most people regard Kyankwanzi as a hard-to-reach and hard-to-stay area.</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>No position of school inspectors has been substantively filled. Currently, the supposed to be the District Inspector of Schools is acting as the DEO; the Education Officer is acting as Senior Education Officer; and the acting District Inspector of Schools is substantively a head teacher. One of the officers alleged that the District is finding it hard to fill the positions due to political interference.</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>Plan for recruitment of teachers has been presented to HRM according to the minutes of meeting held 15 June 2017 and the recruitment list dated 30 June 2017.</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>Plan for recruitment of inspectors has been presented to HRM according to the minutes of meeting held 15 June 2017 and the recruitment list dated 30 June 2017.</p>

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>There are 2 Inspectors of schools in Kyankwanzi district. i. Kabuuka Ibrahim as Senior Inspector of schools, appointed by letter dated 8.12.2015 under District Service commission minute number 07/DSC10/2015(d) This letter was signed by Eliza Namanda.. Ibrahim is regularly appraised according to appraisal records found in his file. For the FY 16/17, his appraisal report and performance agreement was done on 13th May 2017.</p> <p>ii..Gwaliwa Christine as Inspector of Schools and appointed by letter dated 22.07.14 signed by Elizabeth Namanda. Inspector of schools has also had regular performance appraisals as evidenced by the dated 30.08.17 done for FY 16/17 and performed by the District Education Officer. Therefore the Kyankwanzi LG keenly appraises both of its 2 Inspectors of schools.</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	3	<p>There are 114 Primary schools ad correspondingly the same number of Primary School Head Teachers in Kyankwanzi district. A sample of 10% enabled assessment of 12 Head teachers for the district in question. Looking at all the files of these head teachers, it is noted that all the 12 sampled cases had been appraised during FY 16/17. All files contained appraisal reports and performance agreements variously dated according to respective times and dates they were appraised. These Hd/Teachers were also appraised by various district officials including, Sub-county Chiefs, Asst Town Clerks etc. None of the head teachers was appraised by a school Inspector. 12 out of 12 head teachers sampled represents 100% of the head teachers appraised.</p>
Assessment area: Monitoring and Inspection				

6

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1

0

Although there are indications that the Head Teachers signed for the guidelines, policy documents and circulars, no evidence was found from the selected schools that such documents were received. Some of the documents seen in the DEO's include:

- Circular on Teacher Support Supervision in Schools, dated 30 June 2017;
- Circular Standing Instructions No. 3 of 2017 from MoPS on Performance Management in the Teaching Service, dated 27 Jan 2017;
- Circular dated 28 April 2017 on National Registration of all Learners in all Schools and Institutions Aged 5 Years and above;
- Circular dated 16 Jan 2017 on Operation of Unregistered Schools;
- Schools and Other Institutions Calendar 2018 dated 2 Oct 2017.

The main means of communication is through phone calls and SMS; Occasional written communications were also seen.

• 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

Minutes of meetings held confirm that the Head Teachers/Schools were sensitise on the documents, eg minutes of meetings held:

- 2 May 2017
- 12 May 2017
- 22 Feb 2017
- 30 May 2017

7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> 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. 	8	<p>Reports available show that all UPE Schools were inspected and monitored at least once a term in FY 2016/17, reinforced by Peer Head Teacher support supervision. The following reports were examined for verification:</p> <ul style="list-style-type: none"> - 12 Jan 2017 - 18 May 2017 - 25 Nov 2016 - 30 Jun 2017 - 22 May 2017 <p>Due to shortage of staff, privately owned schools were not inspected in the FY 2016/17.</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 	4	<p>Departmental meetings were held arising from inspection reports and used to decide the way forward as evidenced by the minutes of the following meetings:</p> <ul style="list-style-type: none"> - 11 Jan 2017 - 25 Feb 2016 - 21 Feb 2017 - 9 March 2017 - 15 June 2016
		<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>The DEO's office complained that inspection reports are usually submitted to DES through the regional office, which seems not to be forwarding them to DES as required. As such, some reports were submitted directly to DES, which acknowledged receipt on 18 Jul 2017.</p>

		<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed-up: score 4 	4	<p>There is evidence from selected schools (Vvumba Primary School (PS), Bukwiri PS, Kitabowa PS, and Kyabajojo PS) that inspection reports are followed to ensure compliance by the schools as shown by reports of:</p> <ul style="list-style-type: none"> - 25 Nov 2016 for 1st Quarter - 18 May 2017 for 3rd Quarter - 12 Jan 2017 for 2nd Quarter
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: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	<p>The list of schools in the DEO's office was compared with the EMIS reports and OBT and found to be accurate and consistent</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>Data submitted was examined for verification and found to be accurate and consistent, backed up by communications dated 18 Jan 2018 and 12 Dec 2016.</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 	0	<p>The following 4 sets of Minutes of the Social Services Committee (Community Based services, Education and Health) seen:</p> <ul style="list-style-type: none"> Meeting of 23/08/2016 discussed sector reports and workplans under Min. 002/SSC/08/2016 (all sectors) Meeting of 22/03/2017 discussed sector reports Qtr 3 (Education only) under Min. 003/SSC/03/2017 Meeting of 10/05/2017 discussed sector budgets2017/18 under Min. 002/SSC/05/2017 (all sectors) <p>However evidence that Committee had discussed LG PAC report was not availed for review.</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>The Social Services Committee presented to the District Council in meeting of :</p> <ul style="list-style-type: none"> 20/09/2016 Committee reports and recommendations for approval under Min 004/DLC/09/2016. 21/12/2016 the English and Luganda versions of the Kyankwanzi District Education Ordinance for approval under Min.003/DLC/12/2016
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>There is evidence of all schools having fully constituted and functional SMCs, which meet at least once a term to discuss issues pertinent to the schools. Minutes and reports of such meetings and activities are submitted to the DEO. A few schools were selected for verification.</p> <ul style="list-style-type: none"> - Kanywamahuri PS, meeting held 30 May 2017; - Vvumba PS, meeting held 2 May 2017; - Byerima PS, meeting held 30 May 2017.

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>The list of schools receiving non-wage releases (UPE) published on the notice board in the DEO's office but not seen on other public notice boards. However, all the sampled schools have these lists posted on the school notice board.</p>
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Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Copy of procurement request covering a range of items was examined and submission verified from PDU office.</p>
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>The education department certified and recommended payments to suppliers on time. A sample of 8 payment vouchers and contracts/LPOs which were examined and compared with the payments registrar indicated that payments were made between 1 day and 24 days compared to maximum period of 30 days indicated in the LPOs .</p>
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> 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>Evidence of actual date of submission to Planning unit was lacking but evidence of sign off on the relevant section in the reports seen for:</p> <p>Quarter I report on 9/11/2016</p> <p>Quarter II report on 13/02/2017</p> <p>Quarter III report on 17/05/2017</p> <p>Quarter IV report on 28/07/2017</p> <p>However Qtr 4 sign off was past the due date of mid July.</p> <p>It should be noted that actual submission date could not be established.</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 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 	4	<p>The LG education department did not have any audit findings for the FY 2016/17.</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 	0	<p>No documented evidence that such consultations have been going on.</p>

		<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	0	No documented evidence seen that such consultations have been going on. No copy of the said guidelines seen in the selected schools mentioned above.
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>In all the schools, the composition of SMCs is in accordance with the stipulated requirements and balanced in terms of gender (ie minimum of 3 females on the committee).</p> <ul style="list-style-type: none"> - Foundation Body 6 - The Local Council I, Local Government, Parents, Teachers, Old Students each have 1 representative on the SMC - The Head Teacher as the Secretary of the SMC.
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>Environmental inspections being done and recommendations of actions points made, eg communications of 17 Jan 2018 on The Good Samaritan, made to</p> <ul style="list-style-type: none"> - Primary School; - Abdul Sala Nursey and Primary School; - Ntunda Children's Centre.



LGPA 2017/18

Health Performance Measures

Kyankwanzi District

(Vote Code: 597)

Score 48/100 (48%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0 	3	<p>The district used 96% of the wage budgetary allocations, only 181 (67%) out of 271 approved positions were filled.</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	0	<ul style="list-style-type: none"> • While the summary of staffing for the health sector was available and gaps highlighted, there was no evidence that any recruitment requests for 2017/18 had been made or sent to HRM.
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>	8	<p>There is no hospital existing in Kyankwanzi district. The district has only one HC 4 (called Ntwetwe HC4) as its main highest medical facility. The In-Charge of Ntwetwe HC4 is called Dr. Mayengo Walonze Gordon according to the personnel file viewed. Dr. Mayengo was appraised on 22.07.17 by Dr. Serebe John Bosco. Therefore since the district has only one HC4 and its in-charge was appraised, this represents total compliance and with maximum score (i.e. 100%).</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	4	<ul style="list-style-type: none"> • The budgetary allocations for wages of health was 1,405,542,000/= and 1,354,135,032/= (96%) was spent on wages. The staffing was in line with OBT reports.
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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"> • The district was not so sure about the number of guidelines they had received although guidelines from TB, HIV and malaria were confirmed. • There were three guideline allocation sheets and only the malaria flip charts were distributed in all the 20 public and PNFP facilities. The ART guidelines were distributed to only 9 facilities while the Malaria in pregnancy guidelines were distributed to 11 facilities
		<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"> • There was no evidence that in meetings conducted by the DHO with in-charges, policies, guidelines and circulars were discussed. In a meeting held on Dec 13. 2016, with in-charges, only setting of performance standards was discussed.

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> <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"> • There was no evidence that the only HCIV had been supervised during integrated supervisions for all the four quarters of 2016/2017. There were several supervisions done, but in a vertical manner. • There was no evidence that all the facilities were supervised. Three integrated supervision reports were seen but they were even not labelled as “quarterly reports”. Even in these reports which were done on Nov 21-25, 2016, September 14-21, 2016, and May 15-27th, 2017 only a maximum of 10 (66%) facilities were support supervised in September 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"> • The HSD was reported to be run from the DHO’s office but there was no evidence, even according to the district level indicator, that all facilities had been supervised as seen in indicator 6 above.
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	0	<ul style="list-style-type: none"> • There were no DHT minutes for 2016/2017 suggesting that quarterly support supervision reports and recommendations had been discussed • There was no documentary evidence to suggest any follow-up actions were undertaken to address supervision findings

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"> o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> • The district has 15 government and 14 of them received the PHC funds and 1 (National Leadership Institute receives through the Military line). Another 4 PNFP facilities that receive PHC funds were also reflected in the MHIS forms. But the list in HMIS was longer due to PFP facilities.
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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 	0	<p>The following Minutes of the Social Services Committee (Community Based services, Education and Health) seen:</p> <ul style="list-style-type: none"> • Meeting of 23/08/2016 discussed sector reports and workplans under Min. 002/SSC/08/2016 (all sectors) • Meeting of 2/11/2016 discussed Health sector reports Qtr 1 2016/17 (Health & CBS only) under Min. 002/SSC/11/2016 • Meeting of 10/05/2017 discussed sector budgets 2017/18 under Min. 002/SSC/05/2017 (all sectors) <p>However evidence that Committee had discussed LG PAC report was not availed for review.</p>
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		<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>The Social Services Committee presented to the District Council in meeting of:</p> <ul style="list-style-type: none"> • 24/11/2016 Committee reports and recommendations for approval under Min.004/DLC/11/2016 and in meeting of 20/09/2016 under Min 004/DLC/09/2016. • 21/12/2016 Committee presented for approval supplementary budget of 18,562,500= (UNFPA) for renovation of Kikonda HC III, Kikolimbo HC II, Kiyuni HC III, Mujunza HC II, Nnalinya HC III, Butemba HC III under Min.003/DLC/12/2016.
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 	5	<p>There were functional HUMC but the financial issues were lacking in many minutes</p>
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	0	<ul style="list-style-type: none"> • The PHC allocations to facilities were not published on any notice board. • But the allocation list was seen with 18 Health Facilities benefiting (14 government and 4 PNFP) from the PHC grants
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 	0	<p>There was a procurement plan in place and in line with the approved sector annual work plan but there were no requests</p>
		<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	0	<p>The PP5 form in Kyankwanzi had not been submitted to PDU</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	8	<p>There was evidence that the only HCIV, Ntwetwe HC IV had procurement plan for 2016/2017. The lower health facilities receive medicines using the PUSH system.</p>
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>The LG Health department certified and recommended payments to suppliers on time. Sample of 5 payment vouchers and contracts/LPOs indicated that payment were made within between 3 days and 17 days compared to maximum period of 30 days indicated in the contracts and LPOs.</p>
Assessment area: Financial management and reporting				

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>Evidence of actual date of submission to Planning unit was lacking but evidence of sign off on the relevant section in the reports seen for:</p> <p>Quarter I report on 9/11/2016</p> <p>Quarter II report on 13/02/2017</p> <p>Quarter III report on 17/05/2017</p> <p>Quarter IV report on 28/07/2017</p> <p>However Qtr 4 sign off was past the due date of mid July.</p> <p>It should be noted that actual submission date could not be established.</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>	4	<p>The health department did not have audit findings in the FY 2016/17</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	<ul style="list-style-type: none"> All HUMCs had more than one female representation with others having as many as four out 10 like in Nakitembe HC.
		<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<ul style="list-style-type: none"> There was no evidence of issuance of any of the sanitation guidelines. There were no guidelines or posters or even labelling of latrines in any of the facilities including that at Butemba, where the DHO Office is located

19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none">• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.	0	<p>There was no evidence that the medical waste management guidelines were issued. Even in all the sampled health units of Butemba, Kikonda, Kikolimbo, Masodde and Nakitembe, there were no guidelines or posters for medical waste management</p>
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LGPA 2017/18

Water & Environment Performance Measures

Kyankwanzi District

(Vote Code: 597)

Score 53/100 (53%)

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>Kyankwanzi district has a safe water coverage of 54% as per the Uganda Water atlas 2017. It has four sub counties that are below the district safe water coverage and these are: Nsambya 53%, Bananywa 8% , Nkandwa 14 % and Butemba 48%.</p> <p>As evidenced in the AWP FY 2017/18 submitted to MWE dated 18th July 2017, all the four sub counties below the District water coverage were planned for as below:</p> <p>Ndaaga village (Nsambya S/C), Kisoro village(Bananywa S/C), Bulagwe village (Nkandwa S/C), Namiringa B village (Butemba S/C)</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>Annual Progress report for the previous financial year (2016/17), that was submitted to MoWE dated 18th July 2017, were reviewed and found out that projects planned were for the 3 subcounties(Nsambya, Bananywa, Butemba).</p> <p>However World Vision had promised to construct three deep boreholes in Nkandwa Sub county, but there was no evidence of their work plan and why they didn't fulfill their plan. Therefore no project was done in Nkandwa Sub county and it had lowest safe water coverage in the district.</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>	5	<p>From the monitoring and supervision reports on file submitted to CAO on 18th April 2017, monitoring and supervision was done on 4th April to 12th April 2017 to 10 Deep boreholes, Water quality testing and analysis was also done on 69 water sources from 10th May 2017 to 17th May 2107, Projects monitored were 6 springs, 63 deep boreholes, 1 piped system, 1 VIP latrines.</p> <p>Therefore 63% of the WSS facilities were monitored.</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 MIS data on water facilities was submitted for this (FY)2017/18</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>	4	<p>From the DWO it was established that a list of procurement requests for borehole siting, design and supervision and consultancy services of 12 deep bore holes as planned in the workplan of FY 2017/18 was submitted to PDU on 28th April 2017.</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>DWO had no contract management plan on file, no monthly site minutes on file though DWO was appointed as a contract manger of the WSS projects for the previous FY 2016/17 and current FY 2017/18.</p>
		<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	2	<p>Five deep boreholes were visited, in Kibuloka village in Byerima S/C, Najjanankumbi village in Nsambya village, Lwamagwa village in NsambyaS/C, Kibilige village in Bananywa S/C and Busana in Butemba S/C.</p> <p>These facilities were drilled, installed and constructed as per the design in the BOQs. These facilities were done by a hired contractor (ICON Project, p.o Box 21559, Sir Apollo Kagwa Road, Kla).</p> <p>The works commenced on 16th Oct 2016 to 31st Jan 2107.</p>

		<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	2	<p>ICON Project u ltd, P.O Box 21559, Sir Apollo Kaggwa Road, Kampala, handed over a completion report of all the 9 deep boreholes to DWO (FY 2016/17) that were done in the villages of Buwanga, Busana, Nsambya Primary, Kibilige, Lwamagwa, Najjanankumbi, Kibuloka, Nzoo and Kikade. There was a solar powered system still under construction for the current FY 2017/18.</p>
		<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	2	<p>DWO certified WSS facilities constructed for FY 2016/17. For the WSS facilities planned for FY 2017/18 were not started on yet by the contractor therefore there wasn't need for certification.</p>
7	<ul style="list-style-type: none"> • Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> • Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>The LG Water department certified and recommended the contract for payments to suppliers within the recommended timelines in the contract/LPOs of 30 days. Sample of 8 payment vouchers and contracts/LPOs indicated that the payment were made at interval of between 7 days and 16 days compared to maximum recommended timeline of 30 days indicated in the contracts and LPOs.</p>
Assessment area: Financial management and reporting				

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<p>Evidence of actual date of submission to Planning unit was lacking but evidence of sign off on the relevant section in the reports seen for:</p> <p>Quarter I report on 9/11/2016</p> <p>Quarter II report on 13/02/2017</p> <p>Quarter III report on 17/05/2017</p> <p>Quarter IV report on 28/07/2017</p> <p>However Qtr 4 sign off was past the due date of mid July.</p> <p>It should be noted that actual submission date could not be established.</p>
9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	5	<ul style="list-style-type: none"> The LG Water department did not have audit findings.
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 	0	<p>The following 4 sets of Minutes of the General Purpose Standing Committee (Water, Works) were reviewed:</p> <ul style="list-style-type: none"> Meeting of 02/11/2016 discussed Qtr 1 achievements and Qtr 2 priorities for Water sector under GPC/Min.1/11/2016 Meeting of 28/02/2017 discussed reports of Qtr 2 and priorities for Qtr 3 under GPC/ Min 3/02/2017 Meeting of 22/03/2017 discussed reports of Qtr 3 and priorities for Qtr 4 under GPC/ Min 2/03/2017 Meeting of 10/05/2017 discussed workplans for FY 2017/18 under GPC/ Min 2/05/2017 <p>However no evidence of discussion of LG PAC reports and submissions from the District Water and Sanitation Coordination (DWSCC) was availed for review.</p>
		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>The General Purpose Standing Committee presented to the District Council in the meetings of 24/11/2016 and of 20/09/2016 Committee reports for approval under Min.004 /DLC/11/2016 and Min 004/DLC/09/2016, respectively.</p>

11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> • The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	2	<p>By 23rd Jan 2018, water grant releases and expenditures were displayed on the Water Office notice board.</p>
		<ul style="list-style-type: none"> • All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	2	<p>WSS Projects visited were labelled as below:</p> <p>Kibuloka, Byerima S/C, DWD 52514, DOC 26/11/2016, Kyankwanzi DLG</p> <p>Najjanankumbi, Nsambya S/C, DWD 52511, DOC 08/12/2016 , Kyankwanzi DLG</p> <p>Lwamagwa, Nsambya S/C , DWD 52514, DOC 24/11/2017 , Kyankwanzi DLG</p> <p>Kibilige, Bananywa S/C , DWD 52512, DOC 24/11/2016 , Kyankwanzi DLG.</p> <p>Busana, Butemba S/C, DWD 52513, DOC 28th /10/2016 , Kyankwanzi DLG</p>
		<ul style="list-style-type: none"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	2	<p>By 23rd Jan 2018, information on tenders and contract awards was displayed on the noticeboard.</p>

12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 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 	<p>1</p> <p>0</p>	<p>Communities applied for water and public sanitation facilities for the current FY as evidenced on file and these are:</p> <p>Kawolongojjo in Ntwetwe S/C</p> <p>Katugo in Nsambya S/C on 5th Nov 2017</p> <p>Kigalama in Nsambya S/C on 5/11/2017</p> <p>Lwendagi in Butemba S/C on 29th Oct 16</p> <p>Kyampagi in Butemba S/C 28th Sept 2017</p> <p>Kisozi in Watuba S/C 10th Sept 2016</p> <p>Kyombya in Watuba S/C 01/09/2016</p> <p>The District is planning to drill 7 deep boreholes in Lot 1, and villages to be considered are listed above.</p> <p>No water facilities have been constructed in this current FY 2017/18. A contractor was yet to start.</p>
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Assessment area: Social and environmental safeguards

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	2	<p>Environmental screening Was done for the 12 proposed Deep boreholes to be drilled for the current FY. A few emerging issues were outlined: Acquire Land Agreements to avoid conflicts between the community and the landowners. The contract documents should incorporate provisions for re-vegetation of the construction area upon completion.</p>
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		<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	1	Environmental screening was done in the past FY 2016/17, and follow up was done as evidenced in the Monitoring reports and in contractors agreements .
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<p>In the contract agreement that was signed between ICON Project U Ltd FY 2016/17 on page 37 under the environmental guidelines it stated that:</p> <p>Access roads and the camp area should be sited to cause minimum disturbance, no trees should be cut down, use of firewood must be restricted to dead wood only and shouldn't conflict with the needs of the residents of the area.</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 	3	<p>Five WSCs for five deep boreholes were sampled in the report on file in DWOs office and they all had 50% women on the committees that were formed and these are :</p> <p>Katovu water source 3 females 3 males</p> <p>Lwendagi water source 3 females 2 males</p> <p>Kitondwa water source 3 females 2 males</p> <p>Kisozi water source 2 females 4 males</p> <p>Bulagwe 2 females 3 males</p>

15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<p>One Ecosan toilet was visited in Lubiri Rural Growth Centre, Kyankwanzi Sub county, funded by Kyankwanzi District Local Government(DWSC grant). It has two separate stances with labels indicating stances for males and females. It has a ramp which enables PWDS to access the facility.</p>
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