



## LGPA 2017/18

Accountability Requirements

Maracha District

(Vote Code: 577)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	Maracha LG Annual Performance Contract for FY2017/18 was submitted to MoFPED on 7th July, 2017 contrary to the standard time of June 30th.	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	<ul style="list-style-type: none"> <li>The Annual Performance contract for FY2017/18 had a procurement plan attached as per LG PPDA Regulations, 2016</li> </ul>	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	The Annual Performance Report for FY2016/17 was submitted to MoFPED on 1st August, 2017 by Kato A (District Planner) contrary to standard time of 31st July, 2017	No
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxxx	<p>All the 4 quarterly performance reports were submitted as follows</p> <ul style="list-style-type: none"> <li>Quarter 4 was submitted on 1/8/2017 by Kato Alfred.</li> <li>Quarter 3 was submitted on 2/5/2017 by Kato Alfred</li> <li>Quarter 2 was submitted on 9/2/2017 by Kato Alfred</li> <li>Quarter 1 was submitted on 9/11/2016 by Kato Alfred</li> </ul>	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 LG Internal Auditor sent an implementation status report to the PS/ST for FY 2016/17 findings. The communication was made in a letter dated 24/02/17 received by the Office of the Internal Auditor General on 27/02/17. The report outlined 6 issues and actions taken against each. However, the report does not give a response on all internal audit findings in the year as required. Of the six findings reported on, five are from the External Audit Management Letter, meaning that only one is from Internal Audit reports for the four quarters. FY 2016/17 reports for the four quarters were reviewed and they have many more issues the status of which is not reported in this communication.</p>	<p>No</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxx</p>	<p>Maracha DLG has an unqualified Audit opinion for its FY 2016/17 financial statements, with an emphasis of matter on 6 issues. ? Utilization of Medicines and Health Supplies ? Unaccounted for medicines and commodities ? Stock-outs at Ovujjo Health Centre III ? Understaffing ? Failure to implement Budget as approved by Parliament ? Low recovery of Youth Livelihood program Funds ? Lack of Land titles ? Understaffing ? Non-operationalisation of Liko Health Centre II</p>	<p>Yes</p>



## **LGPA 2017/18**

Crosscutting Performance Measures

Maracha District

(Vote Code: 577)

Score 59/100 (59%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 2.</li> </ul>	2	<p>There is a functional physical planning committee as evidence by:</p> <ul style="list-style-type: none"> <li>• Appointment letters on file dated 19th/10/2015</li> <li>• Minute of the committee meeting held on 22nd November, 2016, at the district board room among the issues discussed was review of survey reports Min PPC/048/11/2016</li> <li>• Report on induction and training of the district physical planning committee dated 6th April 2016</li> <li>• Letter by CAO (Unzia Martine) to PS MoLHUD for support to induct members of PPC. Dated 18th /11/2015</li> <li>• Report on the training of members of PPC and functionalization of LLGs PPCs in the 7 sub counties held on 27th/6/2016-6th/7/2016.produced by Inziku Collins Ag. Physical planner</li> <li>• Report on community sensitisation on physical planning held in Oleba trading centre on 22nd/6/2015</li> </ul>
		<ul style="list-style-type: none"> <li>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</li> </ul>	0	<ul style="list-style-type: none"> <li>• There was no evidence of new infrastructure investment approved plans which are consistent with the physical plan.</li> </ul>

2

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

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

2

There was evidence of budget conference in form of a report of a meeting held on 20th-21st October 2016, among the FY 2017/18 priorities identified in the budget conference included

- Increasing staffing levels for departments operating below 65% of the approved structure
- Drilling 8 boreholes
- Protecting 4 spring wells
- Rehabilitating 20 boreholes
- Constructing one VIP latrine
- Recruitment to fill critical positions such as Heads of departments, Head of Human resource, Agric. Extension workers, health workers, and primary teachers

		<ul style="list-style-type: none"> <li>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2.</li> </ul>	2	<p>There was evidence that the capital investments In FY17/18 AWP, were derived from the approved 5 years development plan</p> <p>Capital investments planned in AWP are:</p> <ul style="list-style-type: none"> <li>• Under Education, Construct 4 classrooms in UPE Anyivu and Yivu P/S 2 each, construct 30 latrine stances at various schools and 9 schools receive furniture pgs 20</li> <li>• Under roads, Maintain 39km of district roads, maintain one bridge, construct one bridge and remove 46 bottlenecks from CARs among others pg 22</li> <li>• Under water, 21 water sources rehabilitated, one public latrine in RGCs, 7 deep boreholes drilled and 21 deep bore holes rehabilitated. Pg 24</li> </ul> <p>From the DDP11</p> <ul style="list-style-type: none"> <li>• Roads, construction of bridges, maintenance of bridges, periodic maintenance of roads, rehabilitation of roads, opening of CARs, pg 297 and 324</li> <li>• Construction of classrooms, construction of latrines, supply of 3 seater desks, pg 315, 323 and</li> <li>• Construction of boreholes, shallow wells construction, boreholes rehabilitated, VIP latrines constructed</li> </ul>
		<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1.</li> </ul>	0	<ul style="list-style-type: none"> <li>• There was no evidence of project profiles developed and discussed by TPC for all investments In the AWP as per LG planning guidelines.</li> </ul>
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>• Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point.</li> </ul>	0	<p>There was no evidence of statistical abstract with gender aggregated data compiled, presented to the TPC to support budget allocation and decision making. The district planner Mr. Kato Alfred openly accepted that he did not prepare the document.</p>

4

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

Maximum 6 points on this performance measure.

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

2

There was evidence that all infrastructure projects implemented by Maracha DLG in FY2016/17 were derived from the AWP and budget approved by the LG council

- Construction of a plant marketing facility and Construction and maintenance of 10 fish ponds under production and marketing pg 14 AWP
- Health planned to construct one staff house, rehabilitate one staff house and rehabilitate one OPD ward pg 17 of AWP
- Education – construct one classroom block in UPE pg 19,
- Roads 39 kms of urban unpaved roads routinely maintained, 246kms of district roads routinely maintained , 5kms of district roads periodically maintained, one bridge maintained, one bridge constructed and 86 bottlenecks removed from CARS pg 21
- Water -one public latrine constructed in RGCs, 4 springs protected, 4 shallow wells, 5 deep boreholes drilled, and 12 boreholes rehabilitated,

In the Annual report, it is reported that:

- Constructed 1 out of 10 planned market shade completed at Okokoro trading centre, kijomoro sub county, pg 84 APR, and 11 fish ponds constructed pg 86 of APR
- 1 staff house constructed, 1 staff house rehabilitated, 1 OPD rehabilitated in Maracha TC pg 94 of APR
- 1 four classroom block completed and commissioned pg96
- 86 bottlenecks removed from CARs, 39 kms of road routinely maintained, 5 km of district road periodically maintained (Kololo-Pajuru-Odrua), One bridge in Nyadri Sub county constructed pgs 101-102
- 12 boreholes rehabilitated, 1 public latrine constructed in Alikua, Yivu sub county, 4 springs protected, pgs104-106



• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0

4

From the summary monitoring report for all projects for FY2016/17 from District Water Officer (Ag. District Engineer) dated 30/6/2017,

- 4 classroom block completion with office and store, at Midria P/S budgeted at 50,696,384, but spent 50,423,937 (99.5%)
- Renovation of 3 classroom block at Ombiabura ps, budgeted 30,571,794 but spent 30,449,900 (99.6%)
- Construction of 4 stance latrine at Kijomoro HC111, planned 17,511,200 but spent 17,454,560 (99.7%)
- Construction of incinerators at Ajikoro HC111 budgeted 4,228,235 but spent 3,909,930 (92.%)
- Completion of OPD at Maracha TC HCIV which budgeted 331,087,095 and spent 329,528,685 (99.5%)
- Aliba B spring protection budgeted 10,348,600 but spent 10,321,460 (99.7%)
- Construction of incinerators at Kamaka HC111 planned 2,891,295 spent 2,777,720 (96.1%)

5	<p>The LG has executed the budget for construction of investment projects and O&amp;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"> <li>Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	2	<p>From the summary monitoring report for all projects for FY2016/17 from District Water Officer (Ag. District Engineer) dated 30/6/2017, there was evident that all investments projects in FY2016/17 were completed within 15% plus or minus. Evidence is that out of 43 projects planned with a total budget of 3,459,567,454, at completion of the 43 investment projects, 3,305,885,298 was spent (95.6%), as shown with projects below.</p> <ul style="list-style-type: none"> <li>4 classroom block completion with office and store, at Midria P/S budgeted at 50,696,384, but spent 50,423,937 (99.5%)</li> <li>Renovation of 3 classroom block at Ombiabura ps, budgeted 30,571,794 but spent 30,449,900 (99.6%)</li> <li>Construction of 4 stance latrine at Kijomoro HC111, planned 17,511,200 but spent 17,454,560 (99.7%)</li> <li>Construction of incinerators at Ajikoro HC111 budgeted 4,228,235 but spent 3,909,930 (92%)</li> <li>Completion of OPD at Maracha TC HCIV which budgeted 331,087,095 and spent 329,528,685 (99.5%)</li> <li>Aliba B spring protection budgeted 10,348,600 but spent 10,321,460 (99.7%)</li> <li>Construction of incinerators at Kamaka HC111 planned 2,891,295 spent 2,777,720 (96.1%)</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	0	<p>Under the water sub sector, an output to Support O&amp;M of district water and sanitation projects, it was evident that Maracha LG did not budget for this output page 56 of the water subsector work plan performance and pg 104 of the cumulative annual performance of the sector report</p>
Assessment area: Human Resource Management				

6	LG has substantively recruited and appraised all Heads of Departments	<ul style="list-style-type: none"> <li>Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>All heads of departments have been appraised as per the guidelines of MoPS (CICULAR STANDING INSTRUCTION NO1 OF 2016) for the previous financial year</li> </ul>
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> <li>Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	0	The following positions are not filled substantively 1- Deputy CAO 2- District Engineer 3- CFO 4- District production officer 5- Senior community development officer 6- District planner 7- District health officer 8- Senior procurement officer 9- Principal Human resources officer
7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.	<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for recruitment have been considered: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>All the 28 vacancies submitted for recruitment had been considered by the DSC reference made to DSC/212/1 of 9/3/2017 and submission on 10/2/1017 (CR/156/1b)</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for confirmation have been considered: score 1</li> </ul>	1	All the 227 employees submitted for confirmation had been considered by the DSC reference made to DSC/212/5 of 9/3/2017 and submission on 15/1/1017 (CR/154/2)
	Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> <li>Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>The 2 disciplinary cases submitted to DSC had been considered under DSC/212/6</li> </ul>
8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> <li>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</li> </ul>	3	<ul style="list-style-type: none"> <li>All the 28 staff recruited in previous financial year had accessed the pay roll with in two month as evidenced in the IPPS, and the minute extract staff list DSC/212/1</li> </ul>
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> <li>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</li> </ul>	0	No pensioner recruited in the previous financial year had accessed pensioner's pay roll with in two month, according to the pensioner's soft ware payroll
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"> <li>• If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points</li> <li>• If the increase is from 5 -10% : score 2 point</li> <li>• If the increase is less than 5% : score 0 points.</li> </ul>	4	<p>Maracha DLG Local revenue realised for 2015/16 was Shs 153,385,539. For FY 2016/17, Shs 211,132,097 was realised. The increase was Shs 57,746,558 which in percentage terms was 37.6%.</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points.</li> </ul>	0	<p>Local revenue budget for FY 2016/17 was Shs 180,262,000. For the same year, the amount realised was Shs 211,132,097. The percentage ratio of what was realised versus the planned was 17.1%, which is &gt; +/-10%.</p>
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	2	<p>For Maracha DLG, remittances of local revenue are happening both ways. The district is remitting to LLGs (65%) as exemplified below: Payment of Shs 1,891,050 to Nyachi S/C on 21/12/16 for LST, Payment of Shs 1,869,000 to Oluffe S/C on 21/12/16 for LST and Payment of Shs 1,405,950 to Tara S/C on 21/12/16 for LST. Remittances from LLGs (35%) examples: Receipt of Shs 731,850 from Kijomoro S/C on 17/03/17, receipt of Shs 537,622 from Oluffe S/C on 21/11/16 and receipt of Shs 789,218 on 21/11/17 from Oluvu S/C.</p>
		<ul style="list-style-type: none"> <li>• Evidence that the LG is not using more than 20% of OSR on council activities: score 2</li> </ul>	0	<p>For FY 2016/17 local revenue used on the expenses of council was Shs 36,505,000. Compared to the total local revenue for FY 2015/16 which was Shs 153,385,539, this was a proportion of 23.7%, which is &gt;20%.</p>
Assessment area: Procurement and contract management				

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>- There was NO Evidence that the District had the position of a Senior Procurement Officer substantively filled.</li> <li>- There WAS Evidence that the District had the position of Procurement Officer substantively filled (DSC Minute No. DSC/212/1 Dated 23/07/2010).</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	1	<p>There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2016/2017 FY) as exemplified by the following projects:</p> <ul style="list-style-type: none"> <li>- Completion of Min Laboratory for Production Department (Mara 577/Wrks/16-17/00002). TEC Min Date: 26/08/2016. Signed by Chairperson (Production Officer), Member (Senior Engineering Assistant) and Secretary (Procurement Officer).</li> <li>- Part Completion of Ground Floor of Council Office Block (Mara 577/Wrks/16-17/00003). TEC Min Date: 26/08/2016.</li> <li>- Completion of OPD in Maracha Town Council (Mara 577/Wrks/16-17/00004). TEC Min Date: 20/08/2016.</li> <li>- Construction of 4 Classroom Block with Office at Midria P/S under SFG (Mara 577/Wrks/16-17/00005). TEC Min Date: 21 - 26/10/2016. Signed by Chairperson and Secretary on 27/10/2016.</li> <li>- Construction of Staff House at Odupir Health Center II (Mara 577/Wrks/16-17/00007). TEC Min Date: 24 - 26/10/2016. Date of Endorsement: 27/10/2016.</li> <li>- Construction of OKA Culvert Bridge (Mara 577/Wrks/16-17/00014). TEC Min Date: 21 - 27/10/2016. Date of Endorsement: 27/10/2016.</li> <li>- Borehole Drilling, Casting and Installation (Mara 577/Wrks/16-17/00015). TEC Min Date: 21 - 26/10/2016. Date of Endorsement: 27/10/2016.</li> <li>- Construction of 4 Stance VIP Latrine at Ambekua P/S in Oluffe Sub-county (Mara 577/Wrks/16-17/00027). TEC Min Date: 24 - 31/01/2017. Date of Endorsement:</li> </ul>

31/01/2017.

- Rehabilitation of Olaka and Minyo-yi Springs in Kijomoro Sub-county (Mara 577/Wrks/16-17/00032). TEC Min Date: 24 - 31/01/2017. Date of Endorsement: 31/01/2017.

- Construction of Two Classroom Block at Alipi P/S in Yivu Sub-county (Mara 577/Wrks/16-17/00039). TEC Min Date: 24 - 31/01/2017. Date of Endorsement: 31/01/2017.

There WAS Evidence that District Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the following projects:

- Completion of Min Laboratory for Production Department (Mara 577/Wrks/16-17/00002). DCC Min Date: 29/08/2016. 4th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 30/09/2016.

- Part Completion of Ground Floor of Council Office Block (Mara 577/Wrks/16-17/00003). DCC Min Date: 29/08/2016. 4th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 30/09/2016.

- Completion of OPD in Maracha Town Council (Mara 577/Wrks/16-17/00004). DCC Min Date: 29/08/2016. 4th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 30/09/2016.

- Construction of 4 Classroom Block with Office at Midria P/S under SFG (Mara 577/Wrks/16-17/00005). DCC Min Date: 28/10/2016. 6th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 12/January/2017.

- Construction of Staff House at Odupir Health Center II (Mara 577/Wrks/16-17/00007). DCC Min Date: 28/10/2016. 6th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 12/January/2017.

- Construction of OKA Culvert Bridge (Mara 577/Wrks/16-17/00014). DCC Min Date:

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

1

28/10/2016. 6th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 12/January/2017.

- Borehole Drilling, Casting and Installation (Mara 577/Wrks/16-17/00015). DCC Min Date: 28/10/2016. 6th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 12/January/2017.

- Construction of 4 Stance VIP Latrine at Ambekua P/S in Oluffe Sub-county (Mara 577/Wrks/16-17/00027). DCC Min Date: 01/March/2017. 8th DCC Meeting in Koboko. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 22/March/2017.

- Rehabilitation of Olaka and Minyo-yi Springs in Kijomoro Sub-county (Mara 577/Wrks/16-17/00032). DCC Min Date: 01/March/2017. 8th DCC Meeting in Koboko. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 22/March/2017.

- Construction of Two Classroom Block at Alipi P/S in Yivu Sub-county (Mara 577/Wrks/16-17/00039). DCC Min Date: 01/March/2017. 8th DCC Meeting in Koboko. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 22/March/2017.

- Construction of Two Classroom Block without Office at Yivu P/S (Mara 577/Wrks/17-18/00002). DCC Min Date: 02/October/2017. 4th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 02/November/2017.

- Construction of Two Classroom Block with Office at Anyivu P/S (Mara 577/Wrks/17-18/00003). DCC Min Date: 02/October/2017. 4th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 02/November/2017.

- Construction of Concrete Box Culvert Bridge at Ayikuru River (Mara 577/Wrks/17-18/00005). DCC Min Date: 02/October/2017. 4th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 02/November/2017.

- Construction of Market Shed in Oluffe Sub-county (Mara 577/Wrks/17-18/00006). DCC Min Date: 02/October/2017. 4th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date:



			<p>02/November/2017.</p> <p>- Borehole Siting, Drilling and Supervision (Mara 577/Wrks/17-18/00040). DCC Min Date: 02/October/2017. 4th DCC Meeting. Signed by Chairperson, 2 Members and Secretary. DCC Min Approval Date: 02/November/2017.</p>
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>		<p>(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2017/2018 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements that were indicated both in the Procurement Plan and in the approved annual work plan and budget for the current FY (2017/2018 FY):</p> <p>- Construction of Two Classroom Block without Office at Yivu P/S (Mara 577/Wrks/17-18/00002) was indicated on Page 23 of AWP and Budget for 2017/18 FY (Maracha DLG, Budget Estimates for the Financial Year 2017/18, May 2017) AND was also indicated in Maracha DLG Procurement Plan for 2017/18 FY.</p> <p>- Construction of Two Classroom Block with Office at Anyivu P/S (Mara 577/Wrks/17-18/00003) was indicated on Page 23 of AWP and Budget for 2017/18 FY (Maracha DLG, Budget Estimates for the Financial Year 2017/18, May 2017) AND was also indicated in Maracha DLG Procurement Plan for 2017/18 FY.</p> <p>- Construction of Concrete Box Culvert Bridge at Ayikuru River (Mara 577/Wrks/17-18/00005) was indicated on Page 29 of AWP and Budget for 2017/18 FY (Maracha DLG, Budget Estimates for the Financial Year 2017/18, May 2017) AND was also indicated in Maracha DLG Procurement Plan for 2017/18 FY.</p> <p>- Construction of Market Shed in Oluffe Sub-county (Mara 577/Wrks/17-18/00006) was indicated on Page 15 of AWP and Budget for 2017/18 FY (Maracha DLG, Budget Estimates for the Financial Year 2017/18, May 2017) AND was also indicated in Maracha DLG Procurement Plan for 2017/18 FY.</p>



• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2

2

- Borehole Siting, Drilling and Supervision (Mara 577/Wrks/17-18/00040) was indicated on Page 32 of AWP and Budget for 2017/18 FY (Maracha DLG, Budget Estimates for the Financial Year 2017/18, May 2017) (Drilling of 7 Boreholes in Maracha District) AND was also indicated in Maracha DLG Procurement Plan for 2017/18 FY.

(b) There WAS Evidence that the LG made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY as exemplified by the following procurements that occurred in the Procurement Plan, in the Annual Work Plan and Budget and in Referenced Procurement Files for the previous FY (2016/2017 FY):

- Completion of Min Laboratory for Production Department (Mara 577/Wrks/16-17/00002) (Page 15 – Maracha DLG Budget Estimates and Annual Work Plans for Financial Year 2016/17, May 11, 2016, Vote 577) (Completion of Production Min Lab at District). Also indicated in Maracha DLG Consolidated Procurement and Disposal Plan for 2016/2017 Financial Year that was Submitted on 10/08/2016 to MoFPED, PPDA and MoLG.

- Part Completion of Ground Floor of Council Office Block (Mara 577/Wrks/16-17/00003) (Page 7 – Maracha DLG Budget Estimates and Annual Work Plans for Financial Year 2016/17, May 11, 2016, Vote 577) (Construction of District Council Complex). Also indicated in Maracha DLG Consolidated Procurement and Disposal Plan for 2016/2017 Financial Year that was Submitted on 10/08/2016 to MoFPED, PPDA and MoLG.

- Completion of OPD in Maracha Town Council (Mara 577/Wrks/16-17/00004) (Page 18 – Maracha DLG Budget Estimates and Annual Work Plans for Financial Year 2016/17, May 11, 2016, Vote 577) (Completion of Maracha Hospital OPD). Also indicated in Maracha DLG Consolidated Procurement and Disposal Plan for 2016/2017 Financial Year that was Submitted on 10/08/2016 to MoFPED, PPDA and MoLG.

- Construction of 4 Classroom Block with Office at Midria P/S under SFG (Mara 577/Wrks/16-17/00005) (Page 22 – Maracha DLG Budget Estimates and Annual Work Plans for Financial Year 2016/17, May 11, 2016, Vote 577) (Completion and

				<p>Rehabilitation of Midria P/S). Also indicated in Maracha DLG Consolidated Procurement and Disposal Plan for 2016/2017 Financial Year that was Submitted on 10/08/2016 to MoFPED, PPDA and MoLG.</p> <p>- Construction of Staff House at Odupir Health Center II (Mara 577/Wrks/16-17/00007) (Page 18 – Maracha DLG Budget Estimates and Annual Work Plans for Financial Year 2016/17, May 11, 2016, Vote 577). Also indicated in Maracha DLG Consolidated Procurement and Disposal Plan for 2016/2017 Financial Year that was Submitted on 10/08/2016 to MoFPED, PPDA and MoLG.</p> <p>- Construction of OKA Culvert Bridge (Mara 577/Wrks/16-17/00014) (Page 27 – Maracha DLG Budget Estimates and Annual Work Plans for Financial Year 2016/17, May 11, 2016, Vote 577). Also indicated in Maracha DLG Consolidated Procurement and Disposal Plan for 2016/2017 Financial Year that was Submitted on 10/08/2016 to MoFPED, PPDA and MoLG.</p> <p>- Borehole Drilling, Casting and Installation (Mara 577/Wrks/16-17/00015) (Page 30 – Maracha DLG Budget Estimates and Annual Work Plans for Financial Year 2016/17, May 11, 2016, Vote 577) (Drilling and Construction of 5 Boreholes). Also indicated in Maracha DLG Consolidated Procurement and Disposal Plan for 2016/2017 Financial Year that was Submitted on 10/08/2016 to MoFPED, PPDA and MoLG.</p>
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2</li> </ul>	0	<p>For current FY (2017/2018), there was NO Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30.</p>

<ul style="list-style-type: none"><li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li></ul>	2	<p>For previous FY (2016/2017 FY), there WAS Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements as exemplified by the following:</p> <ul style="list-style-type: none"><li>- An Updated Contracts Register was seen at the PDU with a Starting/Opening Procurement Entry Dated 29/09/2016 and an Ending/Closing Procurement Entry Dated 29/05/2017 with the two entries indicating Contract Award Date; Name of Service Provider; Contract Amount; Project Location; and Source of Funds, respectively.</li><li>- Referenced and Completed Procurement Activity Files for all procurements were seen at the PDU.</li></ul>
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• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.

2

For previous FY (2016/2017 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:

- Part Completion of Ground Floor of Council Office Block (Mara 577/Wrks/16-17/00003). Contract Amount: 232,731,450 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 22/07/2016, New Vision Newspaper.

- Completion of OPD in Maracha Town Council (Mara 577/Wrks/16-17/00004). Contract Amount: 331,087,095 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 22/07/2016, New Vision Newspaper.

- Construction of 4 Classroom Block with Office at Midria P/S under SFG (Mara 577/Wrks/16-17/00005). Contract Amount: 50,696,384 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 23/09/2016, New Vision Newspaper.

- Construction of 4 Stance VIP Latrine at Ambekua P/S in Oluffe Sub-county (Mara 577/Wrks/16-17/00027). Contract Amount: 15,947,346 UGX. Verified Procurement Method: Selective Bidding. Date of Invitation to Bid: 09/January/2017. Reference: CR/105/2. Signed by CAO.

- Rehabilitation of Olaka and Minyo-yi Springs in Kijomoro Sub-county (Mara 577/Wrks/16-17/00032). Contract Amount: 9,101,340 UGX. Verified Procurement Method: Selective Bidding. Date of Invitation to Bid: 09/January/2017. Reference: CR/105/2. Signed by CAO.

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2</li> </ul>	2	<p>There WAS Evidence that all works projects implemented in the previous FY (2016/2017 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision as exemplified by the following projects:</p> <ul style="list-style-type: none"> <li>- Part Completion of Ground Floor of Council Office Block (Mara 577/Wrks/16-17/00003). Interim Certificate Prepared by Engineering Assistant on 13/06/2017 and Signed on 19/06/2017.</li> <li>- Completion of OPD in Maracha Town Council (Mara 577/Wrks/16-17/00004). Completion Certificate Dated 27/06/2017.</li> <li>- Construction of Staff House at Odupir Health Center II (Mara 577/Wrks/16-17/00007). Completion Certificate Dated 15/05/2017.</li> <li>- Construction of OKA Culvert Bridge (Mara 577/Wrks/16-17/00014) (Construction of Twin Box Culvert at OKA River). Completion Certificate Dated 12/06/2017.</li> <li>- Construction of 4 Stance VIP Latrine at Ambekua P/S in Oluffe Sub-county (Mara 577/Wrks/16-17/00027). Completion Certificate Dated 23/06/2017.</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	0	<p>There was NO Evidence that all works projects for the current FY (2017/2018 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration as confirmed during a field visit conducted by the Assessor on 25/01/2018.</p>
Assessment area: Financial management				

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	4	<p>Maracha DLG has 15 bank accounts. The district is not yet on IFMIS and does therefore not yet have a Treasury Single Account (TSA). As of the date of the assessment on 24/01/18, all the accounts of the district were reconciled to 31/12/17.</p>
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	2	<p>The payments reviewed show that the district makes timely payment of its suppliers. Three examples are given here: Payment of Shs 13,775,000 to A.A.S Lanzua &amp; Sons for supply of furniture. The invoice is dated 22/06/17 and payment was on 27/06/17 (25 days). Payment of Shs 14,865,756 to Geraquo Consult (U) Ltd for construction of oka box culvert bridge. Invoicing was on 01/06/17, certification on 15/06/17 and payment on 21/06/17 (20 days). Payment of Shs 43,143,771 to Home Way Traders Ltd for renovation of a 4 classroom block with office Midria P/S. Invoice on 27/02/17, certificate on 01/03/17 and payment on 14/03/17 (17 days). Average: 21 days.</p>
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.</li> </ul>	0	<p>The district does not have a substantive Principal or Senior Internal Auditor. Mr Paul Abiribale who is the Internal Auditor has been working in acting capacity since 2010 when the district started. This is beside the fact that he mans the entire department alone.</p>
	<p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2.</li> </ul>	0	<p>No evidence was seen of submission the report on the status of implementation of internal audit findings for FY 2016/17 being submitted to the council or LG PAC.</p>

		<ul style="list-style-type: none"> <li>Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1</li> </ul>	1	Evidence of submission of quarterly internal audit reports for FY 2016/17 was seen. The Internal Audit departmental delivery book evidences the quarterly reports being submitted to CAO, PAC Chair, RDC, LC V Chair, District Speaker e.g. Quarter 1 on 14/11/16 and Quarter 4 on 02/08/17. The LG PAC in a meeting on 23/08/17 discussed internal audit reports and made a report which shows the actions taken.
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	0	The LG has an assets register formatted as recommended in the finance manual and it contains information which is updated. Departments such as Health have their own register as required by donors. However, the register lacks information on land and buildings.
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>unqualified audit opinion: score 4</li> <li>Qualified: score 2</li> <li>Adverse/disclaimer: score 0</li> </ul>	4	Maracha DLG has an unqualified Audit opinion for its FY 2016/17 financial statements, with an emphasis of matter on 6 issues. ? Utilization of Medicines and Health Supplies ? Unaccounted for medicines and commodities ? Stock-outs at Ovujjo Health Centre III ? Understaffing ? Failure to implement Budget as approved by Parliament ? Low recovery of Youth Livelihood program Funds ? Lack of Land titles ? Understaffing ? Non-operationalisation of Liko Health Centre II
Assessment area: Governance, oversight, transparency and accountability				

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Minutes of the 6th Maracha district council sitting of the 1st session of the 2nd council held on 31st/3/2017 at the district council chambers, among other things they discussed</p> <ul style="list-style-type: none"> <li>• Motion seeking to reaffirm council resolution on creation of new administrative units (Min/MAR/DC/07/03/2013)</li> <li>• Motion seeking for approval of customised staff structure for Maracha DLG</li> <li>• Motion seeking the approval of the key documents for FY2017/18 –Annual work plan, Capacity building plan, Local revenue enhancement plan, and procurement plan,</li> <li>• Motion seeking approval of Kijomoro SC bye laws</li> </ul> <p>Minutes of Maracha district 3rd council meeting of the 1st session of the 2nd council held on 26th/8/2016, in the council complex board room,</p> <ul style="list-style-type: none"> <li>• Presentation of LG PAC recommendations for discussion MIN. MAR.DC.24/08/2016. There was a backlog of PAC reports that had not been presented and discussed for implementation.</li> </ul>
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"> <li>• Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</li> </ul>	0	<ul style="list-style-type: none"> <li>• There was no evidence that Maracha LG designated a person to coordinate responses to feedback</li> </ul>



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	<ul style="list-style-type: none"> <li>• There was evidence of December 2017 payroll and pensioners schedule published at the human resources notice board</li> <li>• There was also a staff notice for staff that had missed salaries for November 2017 published</li> </ul>
		<ul style="list-style-type: none"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>• There was evidence of best evaluated bidders (list of successful bidders) for various works, services and goods dated 17th January, 2018 published</li> </ul>
		<ul style="list-style-type: none"> <li>• Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	0	<ul style="list-style-type: none"> <li>• Not applicable since no LG performance assessment was done in FY 2016/17.</li> </ul>
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p>	<ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	0	<ul style="list-style-type: none"> <li>• There was no evidence of communication guidelines, policies and circulars issued from national level to LLGs in FY2016/17</li> </ul>
	<p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	0	<p>No evidence of any discussion with the public to provide feedback on status of activity implementation.</p>
<p>Assessment area: Social and environmental safeguards</p>				

25

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.

2

There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:

- The Assessor saw Gender Mainstreaming Workshop Report Dated 29/03/2017 that was Compiled and Signed by Acting DCDO but Substantive Senior Probation and Welfare Officer. The Workshop Targeted Heads of Departments at the District and CDOs at the Sub counties as well as Senior Assistant Secretaries (Sub county Chiefs).
- The Assessor saw Draft Annual Work Plan of Community Services Department for 2016/17 FY with an Activity of Increased Gender Sensitization and Awareness Mainstreaming/SGBV/HIV with a Budget of 6,000,000 UGX under Annual Activity Code 9.4.1.
- The Assessor saw Minutes of District Women Council Executive Committee Meetings Dated: 05/07/2017; 21/03/2017; 19/12/2016; 14/10/2016; 22/06/2016.
- The Assessor saw Minutes of District Disability Council Executive Committee Meetings Dated: 20/06/2017; 05/04/2017; 19/10/2016; 22/06/2016.
- The Assessor saw Minutes of District Youth Council Executive Committee Meetings Dated: 07/06/2017; 30/03/2017; 31/05/2017; 20/12/2016; 12/10/2016.

		<ul style="list-style-type: none"> <li>• 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.</li> </ul>	0	<ul style="list-style-type: none"> <li>- There was NO Evidence that gender focal point had planned activities for current FY (2017/2018 FY) to strengthen women's roles. An Approved Work Plan and Budget for the Department of Community Services for 2017/2018 FY was NOT available.</li> <li>- There was NO Evidence that more than 90% of previous year's budget for gender activities (based on Local Revenue) was implemented since the Allocation that was made for Gender Activities from Local Revenue for FY 2016/2017 (3,000,000 UGX) was NOT disbursed.</li> </ul>
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"> <li>• Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2</li> </ul>	2	<p>There WAS Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans and mitigation measures were planned and budgeted for as exemplified by the following:</p> <ul style="list-style-type: none"> <li>- The Assessor saw Environmental and Social Management Plan (ESMP) for Maracha DLG for 2016/2017 FY that was prepared by District Environment Officer on July 20, 2016 and Signed by CAO on the same Date (July 20, 2016).</li> <li>- The Assessor saw Environmental and Social Screening Form for Alipi P/S Dated 09/January/2017.</li> <li>- The Assessor saw Environmental and Social Screening Form for Odupiri Health Center III Dated 28/February/2017 and Signed by District Environment Officer.</li> <li>- The Assessor saw Environmental and Social Screening Form for Anyivu P/S Dated 28/February/2017.</li> <li>- The Assessor saw Environmental and Social Screening Form for Construction of 5 Stance VIP Latrine at Kololo P/S Dated 28/February/2017.</li> <li>- The Assessor saw Environmental and Social Screening Form for Renovation of Office Block at Oleba Sub-county Headquarters Dated 07/January/2017.</li> <li>- The Assessor saw Environmental and Social Screening Form for Completion of OPD at Health Center IV in Maracha Town Council</li> </ul>

			<p>Dated 20/February/2017.</p> <ul style="list-style-type: none"> <li>- The Assessor saw Environmental and Social Screening Form for Renovation of Maternity Ward at Oleba Health Center III in Oleba Sub-county Dated 07/January/2017.</li> <li>- The Assessor saw Environmental and Social Screening Form for Construction of Incinerator at Ajikoro Health Center II in Oleba Sub-county.</li> <li>- The Assessor saw a Report on Evaluation Meeting on Environmental Compliance Dated 03/April/2017 and Referenced CR/214/7 that discussed findings of monitoring conducted on 29/03/2017.</li> <li>- The Assessor saw a Report on Environmental Compliance Monitoring Dated 06/April/2017 that was Signed by District Environment Officer.</li> </ul>
	<ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1</li> </ul>	0	There was NO Evidence that the LG integrated environmental and social management plans in the contract bid documents.
	<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	0	There was NO Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners. None of the projects sampled had a copy of a land title or a land agreement on their Procurement Files that were appropriately and adequately referenced.
	<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2</li> </ul>	0	There was NO Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer. None of the projects sampled had a copy of an Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer on their Procurement Files that were appropriately and adequately referenced.



## **LGPA 2017/18**

Educational Performance Measures

Maracha District

(Vote Code: 577)

Score 83/100 (83%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</li> <li>Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4</li> </ul>	4	<p>Vote 557 Maracha district OBT FY17/18 has a wage bill of UGX 7,645,198,000 for 1,120 staff (i.e. 63 Head teachers and 1,057 teachers).</p> <p>The DEO has a school staff list deployment schedule for 1,120 teachers and Head teachers as per "Government Aided schools in Maracha District Local Government Education and Sports, FY17/18" on file in the DEO's office.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0</li> </ul>	6	<p>The UGX7,645,198,000 OBT budget provision for the entire 1,120 teachers and their Head teachers in FY17/18 (i.e. 100%) has catered for the minimum staffing level in the structure of a Head teacher and minimum 7 Teachers.</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	0	<p>In the Staff Recruitment Plan FY2017-18, the district structure has 3 positions and only 2 have been duly filled as per individual files (Ref: CR/159 dated March 28th 2017 and CR/156-A dated August 1, 2006. The third inspector position has not been filled as yet.</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>There is a department recruitment plan that covers the Primary Teachers on file and sent to HRM department from the DEO specifically for filling:</p> <ul style="list-style-type: none"> <li>-Head teachers' vacancies (04) Ref: Ref: DSC/MAR/01/2017</li> <li>-Teachers' advert and applications that were received for the 17 positions as per Ref: DSC/MAR/01/2017;</li> </ul>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>There is a department recruitment plan that covers the School Inspectors on file and sent to HRM department from the DEO specifically for filling:</p> <ul style="list-style-type: none"> <li>-Education Special Needs (1) position, Ref: DSC/MAR/03/11/2017.</li> </ul>

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	0	<p>Of the 2 filled positions for school inspectors, only one was appraised for FY16/17.</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>All the 60 Primary Headteachers were appraised during FY16/17.</p>

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<p>• 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</p>	1	<p>There was evidence that the national level instructions were communicated to schools all guidelines, policies, circulars issued by the national level in FY16/17 as per Ref: 20th May 2016 on Education circular on nutrition and school feeding.</p>
		<p>• 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</p>	2	<p>There was evidence on specific records during the joint meetings with education department officials on agenda items regarding dissemination of guidelines, policies and circulars issued by the central government, notably:</p> <p>-Minutes of meeting held with the with Head teachers on 31 May 2017 Min 6 “Policy matters from the DEO” held at Bora P/S in the resource room.</p> <p>-Minutes of meeting held with Head teachers on 7th December 2016, Min 4 “deliveries of policy matters by the DEO” held at Bora P/S Resource Room attended by 73 participants (teachers and Head teachers).</p>



7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59% score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	12	<p>All (100% of the 67 primary schools (63 government aided and 4 private) were inspected and all the 3 inspection reports were prepared and produced.</p>
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	4	<p>The Education Department held staff meetings on:</p> <ul style="list-style-type: none"> <li>-Education department staff meeting held on 31st March 2017 in the Office of DEO – Agenda item 4 “Presentation and Discussions of 3rd and 4th Quarter Reports”.</li> <li>-Education department staff meeting held on 11 April 2017 in the Office of DEO – Agenda item 4 “Presentation and Discussions of Inspection Report”.</li> <li>-Education department staff meeting held on Thursday 29th September 2016 in the Office of DEO – Agenda item 4 “Presentation and Discussions of Inspection Report”.</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	2	<p>The DES acknowledged receipts of all 4 inspection reports (1st Quarter on 9th March 2017; 2nd Quarter 22nd May 2017; 3rd and 4th Quarters on 25th 2017.</p>

		<ul style="list-style-type: none"> <li>Evidence that the inspection recommendations are followed-up: score 4</li> </ul>	4	<p>There was evidence of the inspection recommendations having been followed up as per sampled schools, namely:</p> <ul style="list-style-type: none"> <li>-Midria P/S records on 24th October 2017 and 22nd March 2017</li> <li>-Yivu P/S records on 20th October 2017</li> <li>-Oleba P/S records on 28th June 2017</li> </ul>
9	The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>List of schools which are consistent with both EMIS reports and OBT: score 5</li> </ul> </li> </ul>	5	<ul style="list-style-type: none"> <li>EMIS (2017) list of schools data stood at 68 government-aided primary schools primary schools.</li> <li>OBT list of schools data stood at 67 government aided primary schools in FY2017/18 thereby implying the additional number covers the private private schools which also submit enrollment numbers.</li> </ul>
	Maximum 10 for this performance measure	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</li> </ul>	5	<ul style="list-style-type: none"> <li>EMIS enrolment data stood at 75,262 pupils FY2017/18</li> <li>OBT enrolment data stood at 74,240 pupils in FY2017/18 due to the additional private schools who do not receive capitation grants but report on enrolment for EMIS.</li> </ul>
Assessment area: Governance, oversight, transparency and accountability				
10	The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>Minute of social services committee meeting held on 25th January,2017 at the district council hall, under minute 3, discussed achievements attained by the education departments especially the district PLE performance of 2016, where there were 78 pupils in first grade from the set target of 50 pupils.</li> <li>On the same minute, it was also realised that the ongoing process of recruitment of teachers was flawed because applications were received even after deadline had elapsed.</li> </ul>
	Maximum 4 for this performance measure			

		<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that requires approval to Council: score 2</li> </ul>	2	<p>On the same committee meeting held on 25th January,2017 at the district council hall, under minute 3, the committee recommended the DEC to cross examine the recruitment process for teachers and gives an elaborate report to Council for an appropriate decision.</p>
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	5	<p>There was evidence that all the 67 schools have established SMCs as per regulation, i.e. sampled schools:</p> <p>-Mbafe P/S held meetings on 25th August 2016; 17th June 2016; 24th April 2016</p> <p>-Yivu P/S held meetings on 17th June 2017; 1st December 2016; 16th June 2016</p> <p>-Midria P/S held meetings on 30th November 2016; 25th April 2017.</p> <p>-Lamita Ciru P/S held a meeting on 22nd October 2016; 19th August 2016; 28th May 2016.</p> <p>-Bura P/S held meetings on 25th November 2016; 11th August 2016.</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>	3	<p>There was evidence that the Education department had published and displayed list of all schools receiving non-wage recurrent grants during FY16/17 as per the District Notice Board. In future, there is a need for LGPA departments to have their own dedicated public notice boards to ensure that their postings are not plucked off in the interest of posting other messages especially those from the procurement unit.</p>

Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	4	<p>There was evidence that the Education department prepared and submitted all investment items in the approved sector annual work-plans and all were submitted before 30th April 2017 as per FY16/17 AWP – procurement requisitions file Edu/105/2, notably:</p> <ul style="list-style-type: none"> <li>-Supply of 3-seater desks for infants classes at Atratraka P/S, Baria P/S, Kamaka P/S valued at UGX11,160,000 and approved on 14th November 2017</li> <li>-Supply of file cabinets to DEO’s Office valued at UGX4,000,000 approved on 14th November 2017</li> <li>-Construction of VIP latrines at Koyi P/S, Oleba P/S, Anyabia P/S, Koriba P/S. Otravu P/S, Okuvu P/S valued at UGX132,000,000</li> <li>-Supplies of Office Chairs and Safe sets in the office of the DEO valued at UGX4,600,000</li> </ul>
14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	3	<p>On average it was found that the Education department timely certifies and recommends for suppliers for payment. Examples include: Payment of Shs 43,143,771 to Home Way Traders Ltd for renovation of a 4 classroom block with office at Midria P/S. Invoicing was on 27/02/17, certification on 01/03/17 and payment on 14/03/17 (16 days). Payment of Shs 1,889,377 to Nyori Business Construction Ltd as retention for construction of a 2 classroom block. Invoicing was on 18/11/16, certification on 05/12/16 and payment on 23/12/16 (33 days). Payment of Shs 1,604,156 to Nigo Traders for completion of a 2 classroom block at Alikua P/S. Invoicing was on 30/01/17, certification on 13/02/17 and payment on 01/03/17 (30 days). Average: 26 days.</p>
Assessment area: Financial management and reporting				

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	0	<p>There was evidence that annual performance report FY2016/17 was submitted to the planner on 28th/7/2017, contrary to mid-July standard.</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"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0</li> </ul>	0	<p>Education Department had internal audit queries in FY 2016/17. Effort was made to respond to some of the queries, but some queries remained unresolved. For example, quarter 3 report dated 11/04/17 brought out issues on non compliance to UPE guidelines by some head teachers, misappropriation of UPE funds by Etogwa George and his abscondment from duty at Ako P/S.</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"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2</li> </ul>	2	<p>There was evidence from the Education Department on dissemination of guidelines for use by senior women/ men teachers as per requirement on menstrual hygiene in West Nile sub-region.</p>
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		<ul style="list-style-type: none"> <li>• Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	2	<p>There was evidence from the Education Department on dissemination of sanitation guidelines with the Inspector of Schools files for use on sanitation for girls and PWDs in primary schools as per indicator 2: school leadership and management section “2(7) adequacy of toilets and sanitation facilities for boys and girls and 2(6) runs for easy access for PWD learners.</p>
		<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meet the guideline on gender composition: score 1</li> </ul>	1	<p>There was evidence that the primary schools’ SMCs met the gender requirement for SMCs’ constitution – for sampled schools:</p> <ul style="list-style-type: none"> <li>-Midria P/S had 3 females out of 12 members</li> <li>-Oleba P/S had 3 females out of 12 members</li> <li>-Yivu P/S had 1 female out of 13 members</li> </ul>
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3:</li> </ul>	3	<p>There was evidence from the Education Department on collaboration with the Environment department on issuance of guidelines on environmental management as per school guidance form 2(1) school created a safe environment for learners and teachers</p>



## **LGPA 2017/18**

Health Performance Measures

Maracha District

(Vote Code: 577)

Score 79/100 (79%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	6	<p>Approved structure FY 2017/18 had a total of 351 health staffs while the current staffs on payroll are 287 giving 81.7%.</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>A copy of joint Recruitment plan was submitted by CAO for FY 2017/2018 to Permanent Secretary Ministry of Public Service as seen at DHOs office/Registry with health workers positions attached dated 07/10/2016 CR/156/1a.</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	8	<p>• Files for all the 17(100%) health facility in-charges were appraised and signed by the responsible officers as seen at HR</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"> <li>• Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4</li> </ul>	4	<p>A copy of the updated staff lists (October 2017) deployment matched with that of the budget framework FY 17/18 (OBT) as seen at the DHOs office.</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	3	<p>Copy of a circular from Ministry of Public Service to health facility In-charges Ref.CR/201/1 on dressing codes for public staffs dated 17/6/2017 was seen at DHOs office and at selected health facilities</p> <p>A copy of distribution list of PHC funds guidelines to health facility In-charges dated 28/04/2017 was seen at DHOs office.</p> <p>Copies of guidelines; Consolidated HIV 2016, Uganda Clinical Guidelines 2016 were seen in selected facilities</p>
		<ul style="list-style-type: none"> <li>• Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	0	<p>Reports of performance review meetings (DHT &amp; In-charges) seen at DHOs office didnt not show any minute related to circulars and guidelines.</p>

<p>6</p>	<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>3</p>	<p>Supervision reports/Monitoring reports of Health sector available at DHOs office for the Hospital dated 7/10/2016 and 9/01/2017.</p> <p>Copies of reports for DHT/Politicians on supervision of the Hospital were available at DHOs office dated 16/6/2017</p> <p>Maracha District doesn't have a HC IV currently but has Maracha Hospital which is a PNFP with District seconded staffs.</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>	<p>3</p>	<p>• Copies of DHT Supervision reports seen from the DHOs office indicated that 100% of the facilities were supervised.</p> <p>Supervision log books of all the selected health units (100%) showed that the DHT conducted supervisions.</p>
<p>7</p>	<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>	<p>2</p>	<p>There were no supervision reports seen at HSD however, Supervision log books of 3 facilities out of the 5 selected facilities( 60%) had HSD supervision reports( Ojuvo HC III, Nyadri HCIII, and Oleba HC III).</p>

8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	4	<p>Copies of the DHT/ HSD supervisions reports, performance review meeting minutes indicated recommendations generated by the supervising teams and actions to be taken as seen at DHO and the selected Health facilities.</p> <p>Supervision log books in selected health facilities also indicated recommendations generated by the supervising teams.</p>
		<ul style="list-style-type: none"> <li>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	6	<ul style="list-style-type: none"> <li>• DHT/HSD supervision reports showed action points generated from previous visits having been implemented like the need to transfer some health workers to other facilities as a disciplinary action which took place and transfers were effected as evidenced by a new list of transfers seen at DHOs office.</li> </ul>
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"> <li>• Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10</li> </ul>	10	<ul style="list-style-type: none"> <li>• A copy of the list of Health facilities at the DHOs office that consistently submitted HMIS to the DHO/MOH were the same as those on the list of health facilities in the OBT.</li> </ul>
Assessment area: Governance, oversight, transparency and accountability				

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	2	<p>Minute of social services committee meeting held on 25th January,2017 at the district council hall, under minute 3, which is on presentation and discussion of departmental reports, The committee recommended:</p> <ul style="list-style-type: none"> <li>Recommended to DEC the budget for meningitis which was tabled before the committee to be approved</li> <li>Establishment of health sub district at Oluvu HC111</li> <li>Close monitoring of Kamaka HC111 since there were many cases of thefts (microscope, drugs, motorcycle, solar battery)</li> <li>Replacement of staff that left the department urgently</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>Minutes of Maracha district LG 4th Council meeting of the 1st session of the 1st council held on 28th /10/2016, Presentation and approval of Maracha district HIV/AIDS strategic plan 2015/2016-2019/2020- MIN MAR DC/32/10/2016.</li> </ul>
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>If 100% of randomly sampled facilities: score 5</li> <li>If 80-99% : score 3</li> <li>If 70-79%: : score 1</li> <li>If less than 70%: score 0</li> </ul>	5	<p>Copies of HUMC meeting minutes were availed at the selected health facilities (100%)</p> <p>Copies of HUMC members' lists were well displayed in the selected facilities (100%).</p>

12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>	3	<ul style="list-style-type: none"> <li>Copy of PHC fund distribution list of health facilities were properly displayed on noticeboard of DHO.</li> </ul>
Assessment area: Procurement and contract management				
13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	0	<p>A Copy of procurement Plan request to DPU from DHOs office was availed but was not dated.</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>	2	<p>A Copy of procurement request to DPU from DHOs office was availed at DPU dated 28/08/ 2017.</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: <ul style="list-style-type: none"> <li>100% - score 8</li> <li>70-99% – score 4</li> <li>Below 70% - score 0</li> </ul> </li> </ul>	8	<p>A copy of budget allocations for all health facilities for FY 16/17 from NMS to CAO Maracha was availed at DHOs office dated July 1st 2016. Ref. NMS 22/6</p>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points</li> </ul>	2	<p>On average it was found that the Health department timely certifies and recommends for suppliers for payment. Examples include: Payment of Shs 15,392,349 to Lominda Investments Ltd for construction of a kitchen at Odupiri HC II. Invoicing was on 27/06/17, certification on 27/06/17 and payment on 27/06/17 (0 days). Payment of Shs 20,632,855 to Bomam Traders Ltd for construction of an OPD building at Maracha Town Council HC IV. Invoicing was on 31/05/17, certification on 23/06/17 and payment on 26/06/17 (26 days). Payment of Shs 49,297,697 to Lominda Investments Ltd for construction of a staff house at Odupiri HC II. Invoicing was on 02/05/17, certification on 15/05/17 and payment on 06/06/17 (34 days). Average: 20 days.</p>
Assessment area: Financial management and reporting				
16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	0	<ul style="list-style-type: none"> <li>There was no evidence that the department submitted the annual performance report for FY2016/17 to the planner by mid-July for consolidation.</li> </ul>
17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	0	<p>The Health Department had internal audit queries in FY 2016/17. Effort was made to respond to some of the queries, but some queries remained unresolved. For example, quarter 4 report still had some issues such as non compliance with primary healthcare guidelines by some units and NGO facilities (Page3), failure to account for administrative advances in primary health care funds (page4) and queries on duty attendance by health units (page5)</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"> <li>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2</li> </ul>	2	<p>Copies of HUMC members list displayed in selected health facilities met the gender composition of both female and males.</p> <p>Copies of Guidelines on HUMC selection were also available in the selected health units</p>
		<ul style="list-style-type: none"> <li>• Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>• No Copies of sanitation management guidelines were seen at any of these selected health units</li> <li>• VIP latrines though showed separate sides for men and women</li> </ul>
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> <li>• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.</li> </ul>	0	<ul style="list-style-type: none"> <li>• No Copies of guidelines on medical waste management were seen in all the selected health facilities. Only Charts for segregation of Medical waste were seen</li> </ul>



## **LGPA 2017/18**

Water & Environment Performance Measures

Maracha District

(Vote Code: 577)

Score 56/100 (56%)



No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10</li> </ul>	10	<p>The local government water department annual work plan for the financial year 2017/2018 planned to drill 9 boreholes in 6 sub counties of Maracha district. The targeted sub counties are Oluffe and Tara Sub Counties with water source coverage of 84% each, that is above the district safe water coverage of 79%, there was evidence that the water department targeted sub counties with safe water coverage below the district that include Oleba 72%, Oluvu 68%, Yivu 61%, and Kijomoro 74% in the current financial year.</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"> <li>Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15</li> </ul>	15	<p>The first council held on the 19/4/2016 in council hall approved water department annual work plan for financial year 2016/2017, the water department budgeted to drill 9 deep boreholes (hand pump). There was evidence of KRL (U) siting, drilling construction, pump testing report dated 06/04/2017 with attached log sheets done for 9 boreholes during FY 2016/17. During the assessment period, 4 water sources of Abara, Isaka, Eyia and Odaku communities were sampled, verified and found functioning. There was evidence of 9 deep boreholes (hand pump) implemented in sub counties with low safe water coverage that include Oleba 72%, Oluvu 68%, Yivu 61%, and Kijomoro 74%, including sub counties of Oluffe 84% and Tara 84% that were above the 79% safe water coverage of 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>	7	<p>The monthly monitoring and supervision of project investment shows that the district water department carried out monitoring and supervision of 70% at least annually.</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>There was no evidence of submitted data for comparison, the reports did not have detailed water source coverage list of safe water coverage. The information in the MIS 2017 is different from the information in the list of water facility records of water department. There is a need for district water officer to be supported to carry out verification of all the water sources, ascertain the functionality and reconcile with the ministry of water and environment MIS officer to enable stakeholders access the right information.</p>
Assessment area: Procurement and contract management				
5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<p>The evidence available shows that procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget were submitted on 28th July, this was beyond the time schedule of 30th April.</p>

6

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

Maximum 8 points for this performance measure

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

0

There was no evidence on record for DWO being appointed a contract manager and a management plan for monthly site visits for the different WSS infrastructure

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

0

During the assessment period, It was established that the procurement unit and water department did not have architectural standard designs of deep boreholes clearly showing the length of a drainage channel, sock pit standards and other basics, all the 4 sampled deep boreholes had an open sock pit and difficult to understand whether it was by design or an oversight as it may attract health hazards. Sanitation designs were presented and reviewed, facilities at Ambekua, Nyarakua and Kololo primary schools urinal place did not have urinal drainage channels and easy flow of urine, It was further established that Kololo primary school was observed to be over flooding during rainy season due to poor corridor floor leveling, making it difficult for school children to access. This was also supported by the school children found at the school and some teachers during the assessment period.

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

0

During the period under assessment, there was no evidence of a contractor handing over all completed WSS facilities

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

2

Of the sanitation facilities implemented, there was evidence of appropriately certified WSS projects, prepared and filed completion reports. Examples include: Payment of Shs 9,841,209 to MG Hidaya Enterprises for construction of a 4 stance VIP latrine at Alikua Rural Growth Centre. Invoicing was on 23/06/17, certification on 27/06/17

7	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	3	<p>On average it was found that the Water and Sanitation department timely certifies and recommends for suppliers for payment. Examples include: Payment of Shs 9,841,209 to MG Hidaya Enterprises for construction of a 4 stance VIP latrine at Alikua Rural Growth Centre. Invoicing was on 23/06/17, certification on 27/06/17 and payment on 12/07/17 (19 days). Payment of Shs 16,039,000 to Icon Projects Ltd as retention for drilling and construction of 9 boreholes. Invoicing was on 17/06/16, certification on 27/06/16 and payment on 28/11/16 (161 days). Payment of Shs 127,864,200 to KRL (U) for sighting, drilling and construction of 8 boreholes. Invoicing was on 06/04/17, certification on 20/04/17 and payment on 11/05/17 (35 days). Average: 72 days. This is &gt; 2 months.</p>
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Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	0	<p>There was no evidence that the water department submitted the annual performance report for FY 2016/17 to the planner by Mid-July for consolidation.</p>
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9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>o If sector has no audit query score 5</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> <li>If queries are not responded to score 0</li> </ul>	5	<p>Maracha DLG Internal audit reports for FY 2016/17 did not contain any queries on the water sector.</p>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	3	<p>Minutes of Maracha district LG 2nd council meeting of the 5th session of the first council held on the 19/4/2016 in council hall, approved district annual work plans for fy 2016/2017 including water department budget of 363,013,000/=, Min.Mar.DC 15/4/2016. Meeting of the 1st session of the 1st council held on 28/10/2016 in the council complex, among other issues in the agenda discussed sector committee reports- water, health, finance, etc</p>
		<ul style="list-style-type: none"> <li>• Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	3	<p>Under minute MIN.MAR.DC.25/08/2016- Presentation of committee recommendations, the committee of works, technical services and natural resources, recommended to council that water projects should be given to communities that have co-funded 100% and have above 90% latrine coverage.</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"> <li>• The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2</li> </ul>	0	<p>During the assessment period, the notice board did not have information displayed concerning the AWP, budget and the Water Development grant releases and expenditures as per the PPDA Act.</p>
		<ul style="list-style-type: none"> <li>• All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	0	<p>During the assessment period, 5 toilet (sanitation) and 4 drilled deep boreholes were sampled, attempt to label facilities was observed on most of the facilities. However none of the facility met the basic standard of labelling for example; Ambekua primary school was not labelled at all, making it difficult to understand if it was constructed in the previous financial year.</p>
		<ul style="list-style-type: none"> <li>• Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	2	<p>There was evidence of evaluated bidders displayed on the notice board dated 17/01/2018 clearly highlighting awarded bidders for various contracts including water projects and un successful bidders as per the local governments (public procurement and disposal of public assets) regulations, (2006), section 85 (4) page 477.</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"> <li>• If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	1	<p>During the assessment, 4 drilled deep boreholes projects from different communities were sampled, the sampled communities shows that Ajure hill village-Kimiru parish conducted the meeting and applied for water source on 12/3/2015, Meki-East village- Ombia parish applied on 20/4/2016, Mali village-Etoko parish applied on 06/04/2017, Tumuea village-Amivu parish applied on 21/03/2016. The assistant water development officer in charge of mobilisation and accountant acknowledged community contribution payment of 200,000/= for each water source facility implemented but when they were asked the evidence of acknowledgement receipt, or deposit slip to general account, there was no evidence in the finance office.</p>

		<ul style="list-style-type: none"> <li>• Number of water supply facilities with WSCs that are functioning evidenced by collection of O&amp;M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2</li> </ul>	2	The sampled water supply facilities have WSCs which are functioning. The existence of water user committees was supported by the attendance of water user committee training report of 30th March 2017 and the on-going construction of protection walls on deep boreholes of Isaka water sources of Olevu and Eyia villages using O&M funds.
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"> <li>• Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	0	Guidelines for environmental impact assessment in Uganda (July 1997), page 45, provides a checklist for environment and social screening of small and big projects. During the assessment period, there was no evidence of any project assessment report on record. This was acknowledged by environment and water department team that they have not been conducting environmental and social screening for all WSS projects.
		<ul style="list-style-type: none"> <li>• Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	0	No evidence of conducting environment and social screening and follow up support provided in case of unacceptable environmental concerns.
		<ul style="list-style-type: none"> <li>• Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	0	There was no sufficient evidence that construction and supervision contracts have clause on environmental protection
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If at least 50% WSCs are women as per the sector critical requirements: score 3</li> </ul>	3	During the assessment, 4 constructed water sources were sampled to assess 50% WSCs gender equity, the evidence on the trained water source committee report of 30/3/2017 shows that Alivu community borehole-Ombia parish have a committee of 9( 5 females,4 males), Olevu community borehole-Egamara parish, composed of 9(5 females, 4 males), Abara community borehole-Ombavu parish, 9(4 females, 5 males), Odaku community borehole-Worogbo parish, 9 (4 females, 5 males). This evidence shows promotion of gender equity in WSC composition.



15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	0	<p>The assessment sampled 5 toilets (sanitation) facilities, Maracha health centre and Alikua rural growth centre have no provision for people with disability on their door step to allow easy access, Nyarakua primary school facility door when is opening blocks ease entry of people with disability despite having a ramp. Ambeku and Kololo primary schools facilities have disability access. However, none of the sampled facility had a gender label showing female or male entry sign.</p>
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