



LGPA 2017/18

Accountability Requirements

Mbarara District

(Vote Code: 537)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	xxx	<p>The LG submitted the Final Performance Contract to MoFEP on July 12th, 2017 receipt serial numbers 4042.</p>	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxxx	<p>The LG budget submitted to MoFPED was accompanied by a procurement plan. It is in soft copy in the OBT, updated from the draft budget submitted on 3rd/5/2017 to the MoFED.</p>	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	xxxxxx	<p>The LG submitted the Annual Performance Report for the previous FY after 31st July, not as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015). An acknowledgment receipt serial number 4042 of report submission from MoFPED dated 3rd/8/17 was available</p>	No

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>LG has submitted the quarterly budget performance report for all the four quarters. Receipts seen for all quarters are as below:</p> <p>Q1 dated 3 /11/2016 receipt serial number</p> <p>Q2 dated 21st /2/2017 receipt serial number 0374</p> <p>Q3 dated 23rd /5/2017 receipt serial number 0751</p> <p>Q4 dated 3rd /8 /2017 receipt serial number 4042</p> <p>Mbarara district submitted all the four quarters of the previous FY; PFMA Act, 2015) but fourth quarter was submitted past the prescribed time</p>	<p>No</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<p>The Local Government submitted status on implementation of recommendations of 2015/16 on letter dated 23rd March 2017 and received in MOFPED on 27th March 2017.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>Unqualified opinion as per Auditor General's report of 2016/17 submitted on 29th December 2017 (page223)</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Mbarara District

(Vote Code: 537)

Score 73/100 (73%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. <p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	2	<p>Mbarara district has a functional Physical Planning Committee initiated in 2012. Minutes reviewed indicate that the committee considers new investments on time as below;</p> <p>Rwanyamayembe SACCo in Bwizibera, Kahari mbarar</p> <p>Committee sitting 29/11/2017, Min. MD PPC2/17/11 (a)</p> <p>Application date, 1/11/20 17</p> <p>Approval date 29/11/2017</p> <p>Kagum John William, Rugando, Rwampara Mbarara</p> <p>MinMDPPC 2/17/11 (a) of 29/11/2017</p> <p>Application date 31/10/2017</p> <p>Approval date 29/11/2017</p> <p>The Physical planning committee receive and register plans in the registration book; the committee makes assessment of the building plan to determine the amount of inspection fees to be paid by the developer. The committee sits to consider various applications; some are approved, others differed or rejected as per Part V, section 40 of the Physical Planning Act 2010</p> <p>New infrastructure projects in a District are approved by the Physical Planning Committee; The district has no approved Physical Plans, the committee is using situational analysis and is guided by the Act sec. 40, sub section (1, 2, 3)</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-</p>			<p>Priorities in the approved AWP for FY 2017/18 are derived from the outcomes of the budget conference held on November 24th, 2016 at Meliva Guest House Mbarara. The letter inviting participants by the CAO was dated November 11th, 2017. The budget</p>

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

Conference report is dated November 2016. Below were the outcomes;

Health

- Construction of a water closet latrine at Ndeija Health Center III, page BCR 33 and page...AWP
- Construction of OPD and Maternity ward at Rubaya HCIII page 33 BCR and Page 42 AWP

Education

- Construction of classroom blocks in three(3) P/S (SFG and WB) page18 and page44 AWP
- Co-funding construction of VIP Pit latrines in 5 primary schools page 18 BCR, and page 44 AWP

Water;

- Protection of protected springs in: Mwizi, Ndeija, Bugamba and Rugando sub counties page 27-28 BCR and AWP page52.
- Construction of public latrine at Kahoma trading centre in Rubaya Sub County, page 27-28, page 51 AWP
- Drilling of hand pump boreholes, BCR page 27-28, page 53 AWP

Production

- Agriculture advisory services to farmers on operation wealth creation (OWC) BCR page 20-12, page 34 AWP
- Vaccination of animals, page 21BCR, AWP page 34
- Construction of irrigation demonstration centres, BCR page 21 AWP page 36

Community Based Services

- Support UWEP in the district, page 10-11 BCR, page 56.AWP
- Sensitisation workshop for youth councils in the district, page 12 BCR and page 60 AWP

Roads/Works

- Mechanised routine maintenance of district feeder roads in all 14 sub counties (59.5kms) page 36 BCR, page 48 AWP

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|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">• Periodic maintenance of community access roads 70kms, page 36 BCR page 47 AWP• Manual routine maintenance of feeder roads (372kms), page 36 BCR , AWP page 48• Supply and installation of culverts (22) lines page 36 BCR, page 48 AWP |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2.

2

Mabarara district capital investments in the approved annual work plan for the current FY are derived from the approved five-year development plan as shown below

Health

- Construction of OPD and Maternity ward at Rubaya HCIII, DDP page 144 AWP page42

Education

- Construction of classroom blocks in 3 primary schools (SFG and WB), DDP page 186 and AWP page 44

Water;

- Construction of protected springs in: Mwizi, Ndeija, Bugamba and Rugando sub counties DDP page 152 and page 52 AWP
- Construction of a public latrine at Kahoma trading centre in Rubaya Sub County, page 152 DDP, and page 52 AWP

- Drilling of hand pump boreholes, page 152 DDP and page 53 AWP

Production

- Construction of Irrigation Demonstration Centres, page 166-167. DDP and page 36 AWP

Roads/Works

- Mechanised routine maintenance of district feeder roads in all 14 sub counties DDP page154-155, AWP
- Periodic maintenance of community access roads, DDP page 154-155, .AWP page47
- Supply and installation of culverts, DDP page 154-155, AWP page 48

		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	1	<p>Mbarara LG developed project profiles for FY 2017/18 dated March 2016, Profiles were presented to TPC and discussed in a meeting held on 28/2/2017 under TPC Min: 62/02/2017. Presentation of project profiles for FY 2017/18. The profiles seen are elaborate, for all projects and follow the format; they include work plan, M&E strategy, M&E plan, and EIA and mitigation plan.</p>
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	1	<p>Mbarara LG compiled a Statistical Abstract FY 2016/17, dated June, 2017. It included gender disaggregated data: male and female, rural and urban population, disaggregated gender data by Council, district departments, page 4, by LLG, page 6, others are on pages 8, 10,19,23, etc. The Abstract was presented to TPC meeting held on 17/03/2017 under TPC Min: 64/5/2017.</p>
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>			<p>From the Annual Budget Performance Report, all the infrastructure projects implemented by the Mbarara district LG in previous FY 2016/17 were derived from the AWP and budget approved by the LG Council as illustrated below;</p> <p>Education</p> <p>Construction of two (2) classroom block at Rweibare Primary School in Kashare sub county, page 45 AWB</p> <p>Budget 63,000,000</p> <p>Actual 63,000,000 =100% completion Q4 report page46</p> <p>Construction of Teacher's house a three-in one and a five (5) stance pit latrines at Rwenyanga Primary School in Mwizi Sub county Pg 46 AWB, and page 46 of Q4 report</p> <p>Budget 69,032,000</p> <p>Actual 69,032,000 = 100% completion as per approved budget</p> <p>Roads and Engineering</p> <p>Periodic road maintenance of community access roads 107 kms</p> <p>Routine maintenance of roads 308kms</p>

• 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

Installation of 23 culverts on district roads, AWB page 50-51, page 99 Q4 report

Budget 481,680,000

Actual 332,232,000

Grading of community access roads in 14 sub counties, page 50-51 AWB 50-51

Budget 82,509,000

Actual 82,509,000 = 100% completion Q4 report page 99

Water

VIP latrine Construction at Mugarusya trading centre page 57 AWB

Budget 21,263,000

Actual 18,780,000 = 100% completion, page 104 Q4 report

Construction of 6 protected springs (Mwizi, Ndeija, and Bugamba sub counties page 57 AWB

Budget 30,000,000

Actual 22,648,000 = 100% completion Q4 report page 104

Drilling of boreholes in Rwanyamayembe, Rubaya and Kashare sub counties, page 58 AWB

Budget 132,500,000

Actual 129,979,000 =100% completion Q4 report page 105

Extension of GFS system in Bugamba Sub county , page 54 AWB

Budget 215,000,000

Actual 255,000,000 = 100% completion Q4 report page105

From the Annual Budget Performance Report for FY 2016/17 investment projects implemented were completed as per work plan by end of FY

Education

Construction of two (2) classroom block at

		<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	4	<p>Rweibare Primary School in Kashare sub county. 100% completion Q4 report page84, and page 45 of the AWP</p> <p>Construction of Teacher’s house (a three-in one) and a five (5) stance pit latrines at Rwenyanga Primary School in Mwizi Sub county; 100% completion</p> <p>Q4 report Pg 46 and page 46 of AWP</p> <p>Roads and Engineering</p> <p>Periodic road maintenance of community access roads 107kms; 100% completion Q4 report page 99, AWP page 50-51</p> <p>Routine maintenance of roads 308kms; 100% completion Q4 report page 99, AWP page 50-51</p> <p>Installation of 23 culverts on district roads; 100% completion Q4 report page 99, AWP page 50-51</p> <p>Grading of community access roads in 14 sub counties</p> <p>100% completion Q4 report page 99, AWP page 50-51</p> <p>Water</p> <p>VIP latrine Construction at Mugarusha trading centre; 100% completion, page 104 Q4 report, page54 AWP</p> <p>Construction of 6 protected springs (Mwizi, ndeija, and Bugamba sub counties; 100% completion Q4 report page 104, page 54 AWP</p> <p>Drilling of boreholes in Rwanyamayembe, Rubaya and Kashare sub counties,</p> <p>100% completion Q4 report page 105, AWP page 54</p> <p>Extension of GFS system in Bugamba Sub county; 100% completion Q4 report page105, AWP page 54</p>
5	The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets			<p><u>Not all</u> investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget.</p> <p>Education:</p>

during the previous FY

Maximum 4 points on this Performance Measure.

• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2

0

Construction of two (2) classroom block at Rweibare Primary School in Kashare sub county

Budget 63,000,000

Actual 63,000,000 = Q4 report page84, and page 45 AWP

Construction of Teacher's house (a three-in one) and a five (5) stance pit latrines at Rwenyanga Primary School in Mwizi Sub county

Budget 69,032,000

Actual 69,032,000 = completed within the budget approved page 46 of Q4 report.

Roads and Engineering:

Periodic road maintenance of community access roads 107 kms

Routine maintenance of roads 308kms

Installation of 23 culverts on district roads

Budget 481,680,000

Actual 332,232,000

Grading of community access roads in 14 sub counties

Budget 82,509,000

Actual 82,509,000 = 100% completed within approved budget, Q4 report page 99

Water:

VIP latrine Construction at Mugarusha trading centre page54 AWP

Budget 21,263,000

Actual 18,780,000 completed within approved budget, page 104 Q4 report

Construction of 6 protected springs (Mwizi, ndeija, and Bugamba sub counties page 54 AWP

Budget 30,000,000

Actual 22,648,000 = completion with approved

				<p>budget, Q4 report page 104</p> <p>Drilling of boreholes in Rwanyamayembe, Rubaya and Kashare sub counties, page 54 AWP</p> <p>Budget 132,500,000</p> <p>Actual 129,979,000 = completed within budget approved, Q4 report page 105</p> <p>Extension of GFS system in Bugamba Sub county , page 54 AWP</p> <p>Budget 215,000,000</p> <p>Actual 255,000,000 = completed with budget approved, Q4 report page105 (the actual figure included retention)</p>
		<p>• Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2</p>	<p>0</p>	<p>Mbarara district budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY as captured below;</p> <p>Total O&M budget</p> <p>Compound maintenance</p> <p>Budget 12,129,000</p> <p>Actual 8.400,000</p> <p>Contract period 1 year (framework contract)</p> <p>Civil works</p> <p>Completion of block B, 3nd floor</p> <p>Budget 57,360,000</p> <p>Actual 40,859,671</p> <p>Contract period 2 months (20/2/17-20/4/2017)</p> <p>Rehabilitation of boreholes (6)</p> <p>Budget 25.500,0000</p> <p>Actual 11.800,000</p> <p>Contract period 5th /10/2016-2/11/2016</p> <p>Total O&M Budget 94,989,000</p> <p>Actual 61,059,671</p> <p>Percentage Expenditure 64.2%</p>

Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	2	<p>All HODs had performance agreements and reports signed by CAO (CR/D/20814, CR/D/20780, CR/D/10272, CR/D/20638, CR/D/20570 /D/20742, CR/D/20780 and CR/D/10138).</p>
	<p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>Only 07 out of 11 HODs were substantively appointed including the DCAO appointed by MoPS.</p> <ul style="list-style-type: none"> The Chief Finance Officer appointed under Min No 49/10/2017(a)(i) of the DSC(CR/D/20814) The Principal Assistant Secretary appointed under Min No.148/5/2013(iii) (a) of the DSC The District Production Officer appointed under Min No 22/4/2017(a)(i) of DSC The District Community Development Officer appointed under Min No 23/05/2014(a) (i) of the DSC The District Education Officer appointed under Min No 179/09/2013 of the DSC The District Natural Resource Officer appointed under Min No 120/11/2005(i)(b) of the DSC

The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.

Maximum 4 points on this Performance Measure

• Evidence that 100 percent of staff submitted for recruitment have been considered: score 2

2

74 vacancies were declared to the DSC in the FY 2016/2017. 38 were open positions and 36 on transfer of service and promotion. CR/D/155/1

All the 74 positions were considered as per the following meetings of DSC.

5th June 2017- 08

1st January 2017- 14

3rd April 2017- 05

20th March 2017-01

28th February 2017-27

24th – 25th January 2017-18

4th October 2016 -1

• Evidence that 100 percent of staff submitted for confirmation have been considered: score 1

1

20 staff we were recommended by the CAO to DSC for confirmation in the FY 2016/2017 (Individual files). All the 20 were considered as per the following meetings of DSC

1st June 2017- 11

22nd February 2017-1

19th December 2016-6

16th December 2016-1

5th November 2016-1

		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>12 cases were submitted to DSC for disciplinary action in the FY 2016/2017 (Individual file). All the cases were considered as per the following meetings of DSC;</p> <p>9th August 2016- 02</p> <p>25th August 2016-01</p> <p>22-23 November 2016-02</p> <p>4th – 5th October 2016-03</p> <p>16th November 2016- 03</p> <p>27th January 2017-01</p>
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	3	<p>All the staff that were recruited in the FY 2016/2017 accessed salary payroll not later than two months after appointment</p> <p>37 teachers appointed on 1st April 2017 accessed the salary payroll in May and June 2017(May and June 2017 payroll). The remaining staff also accessed within two month of appointment.</p>
		<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	0	<p>20 staff were retired in the FY 2016/2017.17 staff accessed pension payroll not later than two month after retirement, 01 accessed after 12 month and 02 have not yet accessed.</p>
Assessment area: Revenue Mobilization				
9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points If the increase is from 5 -10% : score 2 point If the increase is less than 5% : score 0 points. 	0	<ul style="list-style-type: none"> The OSR Revenue for 2016/17 was Uganda Shillings 851,032,437 and the previous year 2015/16 it was Ugx 824,268,764. This is an increase of Shs 26,763,673 equivalent to 3.2% increase as per Annual Financial statements (Page 15, 16, 18 & 23). This is less than 5% increase.

10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	<ul style="list-style-type: none"> • The Budgeted Revised Revenue was Ugx 1,200,835,670 and the Actual collection as per Annual Financial statements of 2016/17 (Page 20, 21 & 23) was Ugx 851,032,437 which is a 70.8% performance. • This is 29.2% under collection which is above the maximum realisation range of 10%.
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Local revenue administration, allocation and transparency

Maximum 4 points on this performance measure

• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2

2

• The LG is Categorised by LGA 85 (2) “ In rural areas, revenue shall be collected by the Sub county councils and a sub county council shall retain 65%, or any other higher percentage as the district council may approve , of the revenue collected by it and pass the remaining percentage over to the district.”

• Local Revenue (Page 15, 16, 18 &23) Annual Financial Statements was Ugx 851,032,437 less LST 94,578,466= 756,453,971 i.e. 100% and 65% = 491,695,081 was retained by the Sub Counties and 35% = 264,758,889 was retained by the District.

• Sec 85(4) “ A district council may, with the concurrence of a sub county, collect revenue on behalf of the sub county council but shall remit 65 percent of the revenue so collected to the relevant sub county.”

The money collected and Sharable was Local Service Tax: 94,578,466 x 65% = 61,476,002 less Stationary 1,476,000 = 60,000,000 x 65% = 39,000,000 Less Stationary 10,100,000 =28,900,000 (shared according to tax payers residing in Sub County)

Shared as follows:

Bubare 2,980,250, Bugamba 3,627,750

Bukiro 1,493,100, Kagongi 2,581,250

Kashare 2,804,950, Mwizi 2,833,675

Ndejja 1,888,900, Rubaya 2,548,000

Rubindi 1,739,725, Rugando 4,189,675 &

Rwanyamahembe 2, 212, 725.

		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>The Local Revenue for r FY 2015/16 (Page 16) was Ugx 824,268,764 and 20% is 164,853,753.</p> <p>Statutory Expenses of 771,770,721 (Page 16 & 20) includes the following to be deducted:</p> <p>Less : Grants from GOU : 610,462,881</p> <p>Total = 161,307,840</p> <p>Therefore Local Revenue component of statutory Bodies expenditure is 161,307,840.</p> <p>This works out as follows:</p> <p>$161,307,840 / 824,268,764 = 19.5\%$, hence compliant.</p>
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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 	2	<p>In FY 2016/17, the position of Senior Procurement Officer (SPO) was substantially filled as shown in the appointment letter dated 16th April 2014 under District Service Commission (DCS) Minute No: 52/04/2014 (xi) signed and stamped by the CAO.</p> <p>The position of Procurement Officer (PO) was also substantially filled as shown in the appointment letter dated 4th October 2016 under District Service Commission (DCS) Minute No: 54/09/2016 (g) (i) signed and stamped by the CAO.</p>
				<p>There was evidence that TEC produced and submitted reports to the Contracts Committee (CC) in FY 2016/17. For example;</p> <p>For example;</p> <p>i. Evaluation report dated 16th September 2016 for the Construction of a 5-Stance Pit latrine at Mugarutsya in Bubaare S/C (<i>Proc Ref No: MBAR 537 /WRKS/2016-2017/00003</i>) was submitted to CC. TEC recommended Nuvakan Technical Services Company Ltd as the best evaluated bidder to be awarded the contract at the evaluated price of UGX 19,786,830 VAT inclusive (Seen in LGPP Form 12).</p> <p>ii. Evaluation report dated 16th September</p>

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

1

2016 for the Construction of Medium Protected springs No.6 in Mwizi (2), Bugmbe (2) and Ndeija (2) (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00004*) was submitted to TEC. TEC recommended M/S Lighting Engineering & Technical Services Company Ltd as the best evaluated bidder to be awarded the contract at the evaluated price of UGX 23,686,494 VAT inclusive.

iii. Evaluation report dated 18th October 2016 for the Construction of a 2-Stance Pit latrine at Kyakatara P/S in Rwamuhigi parish in Rubindi S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00011*) was submitted to CC. TEC recommended M/S Katracy General Construction & Supplies Ltd as the best evaluated bidder to be awarded the contract at the evaluated price of UGX 7,517,190 VAT inclusive (Seen in LGPP Form 12).

iv. Evaluation report dated 29th September 2016 for the Rehabilitation & Extension of Rushanje GFS in Bugamba S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00002*) was submitted to TEC. TEC recommended M/S BANA Enterprises Ltd as the best evaluated bidder to be awarded the contract at the evaluated price of UGX 168,049,438 VAT inclusive.

v. Evaluation report dated 29th September 2016 for the Drilling & Installation of 5 Hand pumped deep boreholes in Karashe (1), Bubaare (2) and Rubaya (1) (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00001*) was submitted to TEC. TEC recommended KLR Uganda Ltd as the best evaluated bidder to be awarded the contract at the evaluated price of UGX 95,972,350 VAT inclusive.

There was evidence in the procurement files and minutes of Contracts Committee (CC), that the recommendations from TEC were considered. For example,

Agenda No. 05: Minute No: 62/09/2016/2017 dated 16th September 2016 indicated approval of recommendation from TEC. The contract for the construction of a 5-Stance Pit latrine at Mugarutsya in Bubaare S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00003*) was awarded to M/S Nuvakan Technical Services Company Ltd at a total contract price of UGX 19,786,830 VAT inclusive.

		<ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>Agenda No. 07: Minute No: 64/09/2016/2017 dated 16th September 2016 indicated approval of recommendation from TEC. The contract for the construction of Medium Protected springs No.6 in Mwizi (2), Bugambe (2) and Ndeija (2) (Proc Ref No: MBAR 537 /WRKS/2016-2017/00004) was awarded to M/S Lighting Engineering & Technical Services Company Ltd at a total contract price of UGX 23,686,494 VAT inclusive.</p> <p>Agenda No. 06: Minute No: 64/09/2016/2017 dated 19th October 2016 indicated approval of recommendation from TEC. The contract for the Construction of a 2-Stance Pit latrine at Kyakatara P/S in Rwamuhigi parish in Rubindi S/C (Proc Ref No: MBAR 537 /WRKS/2016-2017/00011) was awarded to M/S Katracy General Construction & Supplies Ltd at a total contract price of UGX 7,517,190 VAT inclusive.</p> <p>Agenda No. 05: Minute No: 75/09/2016/2017 dated 14th October 2016 indicated approval of recommendation from TEC. The contract for Rehabilitation and Extension of Rushanje GFS in Bugamba S/C (Proc Ref No: MBAR 537 /WRKS/2016-2017/00002) was awarded to M/S BANA Enterprises Ltd at a total contract price of UGX 168,049,438 VAT inclusive.</p> <p>Agenda No. 04: Minute No: 74/09/2016/2017 dated 29th September 2016 indicated approval of recommendation from TEC. The contract Drilling & Installation of 5 Hand pumped deep boreholes in Karashe (1), Bubaare (2) and Rubaya (1) and Rwanyamahembe (Proc Ref No: MBAR 537 /WRKS/2016-2017/00001) was awarded to KLR Uganda Ltd at a total contract price of UGX 95,972,350 VAT inclusive.</p>
13	The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.			<p>The Procurement and Disposal Plan (PDP) for the current FY 2017/18 covered all infrastructure projects in the approved AWP and Budget for FY 2017/18. For example under the following sectors;</p> <p><u>Health:</u></p> <p>Construction of Maternity Ward at Rubaya HCIII was in the PDP 2017/18 and also seen</p>

Maximum 2 points on this performance measure.

- 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

on page 17 of budget and page 42 of the approved AWP 2017/18.

Works:

Serial Number (S/N) 1: Routine Maintenance of Feeder Roads in the PDP 2017/18 and also seen on Page 27 of budget and pages 47-48 of AWP 2017/18.

Serial Number (S/N) 11: Supply and Installation of Culverts on Kashekure-Kikonkoma-Ibumba-Ryamiyonga in the PDP 2017/18 and also seen and also seen on page 48 of AWP 2017/18.

Education:

Serial Number (S/N) 5: Construction works on Komuyaga P/S, Rwamukondo P/S and Buhumurio P/S in the PDP 2017/18 and also seen on page 27 of budget 2017/18 and page 44 of AWP 2017/18.

Water:

Serial Number (SN) 1: Construction of 5 stance Public latrine (VIP) at Kahoma Rubaya S/C 1 number in the PDP 2017/18 and also seen on page 30 of Budget 2017/18 and Page 90 of AWP 2017/18.

Serial Number (SN) 3: Promoting institutional Rain harvesting tanks in all Sub Counties in the PDP 2017/18 and also seen on Page 92 of AWP 2017/18.

Serial Number (SN) 5: Construction of Piped water (Extension of Kyandahi GFS phase 1) in Kagongi S/C 6.2km in the PDP 2017/18 and also seen on Page 53 & page 92 of AWP 2017/18.

Planning Unit:

Surveying and valuation of lands at district headquarters in the PDP 2017/18 and also seen on Page 64 of AWP 2017/18.

In addition, the LG also adhered to the procurement plan) for FY 2016/17. For example, the following projects were in the PDP and AWP/B for 2016/17.

i. Construction of a 5-Stance Pit latrine at Mugarutsya in Bubaare S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00003*) was in

			<p>PDP 2016/17 and also seen on Page 54 of AWP 2016/17.</p> <p>ii. Construction of Medium Protected springs No.6 in Mwizi (2), Bugmbe (2) and Ndejja (2) (<i>Proc Ref No: MBAR 537 /WRKS/2016-2017/00004</i>) in the PDP 2016/17 and also seen on page 58 of AWP 2016/17.</p> <p>iii. Rehabilitation & Extension of Rushanje GFS in Bugamba S/C (<i>Proc Ref No: MBAR 537 /WRKS/2016-2017/00002</i>) was in PDP 2016/17 and also seen on page 59 of AWP 2016/17.</p> <p>iv. Drilling & Installation of 5 Hand pumped deep boreholes in Karashe (1), Bubaare (2) and Rubaya (1) (<i>Proc Ref No: MBAR 537 /WRKS/2016-2017/00001</i>) was in PDP and also seen on page 59 of AWP 2016/17.</p>
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	<p>0</p> <ul style="list-style-type: none"> • Out of a total of 18 infrastructure projects which required bid documents in the PDP for FY 2017/18, all the 18 bid documents were approved by CC under Minute 20/08/2017/18 (for bids that required Open Domestic Bidding) and Minutes 21/08/2017/18 (<i>for bids that required Selective Bidding</i>) were on file. However, only twelve (12) bid documents (66.67%) were prepared and approved by Contract Committee (CC) by 30th August 2017 in current FY 2017/18. Therefore, this score (66.67%) was less than 15 out of 18 bids required to make 80 percent.

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

2

The Contracts Register for FY 2016/17 was updated and there was evidence of completed procurement activity files for FY 2016/17. For example,

- Serial Number (S/N) 3: Construction of a 5- Stance Pit latrine at Mugarutsya in Bubaare S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00003*).
- Serial Number (S/N) 4: Construction of 6 Medium Protected springs in Mwizi (2), Bugambe (2) and Ndeija (2) (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00004*).
- Serial Number (S/N) 2: Rehabilitation & Extension of Rushanje GFS in Bugamba S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00002*).
- Serial Number (S/N) 1: Drilling & Installation of 5 Hand pumped deep boreholes in Karashe (1), Bubaare (2) and Rubaya (1) (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00001*).
- Serial Number (S/N) 15: Construction of a 2- Stance Pit latrine at Kyakatara P/S in Rwamuhigi parish in Rubindi S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00011*).

A total of 20 projects (i.e. 4 supplies, 1 service and 15 infrastructure projects) were included in the contracts register.

However, the contract register indicated variables such as; Serial Numbers, CC Minute number, Procurement reference number, activity/Name of project, firm/provider, method of procurement, amount, date of award, status report, payment, date of payment, running balance, final status. This is the format that the OAG recommended to the PDU.

The LG (PPDA) Regulations 2006 does not provide specific details/variables to include in the Contracts Register. Refer to LG Regulation 121.

There was evidence that Mbarara district adhered to procurement thresholds as shown in the Contracts Register and Procurement files [i.e. LGPP form (1)] and PDP. For example, the value of all projects and the procurement methods used were within the

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

2

thresholds recommended by PPDA. A sample of 5 infrastructure projects was considered and it showed that all bids below UGX 50,000,000 were procured using selective bidding while those worthy UGX 50,000,000 and above, Open domestic bidding was used. Framework contract was used on projects under the Force Account. Therefore the procurement method indicated in the PDP was the same as that in the CC approval of bid Documents and in the tenders advertised for FY 2016/17.

For example,

- Selective Bidding was applied to procure the contractor for the construction of a 5-Stance Pit latrine at Mugarutsya in Bubaare S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00003*) at a total contract price of UGX 19,786,830 VAT inclusive.
- Selective Bidding was applied to procure the contractor for the Construction of Medium Protected springs No.6 in Mwizi (2), Bugamba (2) and Ndejja (2) (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00004*) at a total contract price of UGX 23,686,494 VAT inclusive.
- Selective Bidding was applied to procure the contractor for the Construction of a 2-Stance Pit latrine at Kyakatara P/S in Rwamuhigi parish in Rubindi S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00011*) at a total contract price of UGX 7,517,190 VAT inclusive.
- Open Domestic Bidding (ODB) was applied to procure the contractor for the Rehabilitation and Extension of Rushanje GFS in Bugamba S/C (*Proc Ref No: MBAR 537 /WRKS/2016*) at a total contract price of UGX 168,049,438 VAT inclusive.
- Open Domestic Bidding (ODB) was applied to procure the contractor for the Drilling & Installation of 5 Hand pumped deep boreholes in Karashe (1), Bubaare (2) and Rubaya (1) and Rwanyamahembe (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00001*) at a total contract price of UGX 95,972,350 VAT inclusive.

15

The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

- Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2

0

Not all works projects implemented in FY 2016/17 were appropriately certified (i.e. completion certificates were not on the procurement files) for all projects based on technical supervision.

Only Inspection reports were on file signed by the District Engineer submitted to CAO. However, some infrastructure projects for FY 2016/17 had practical completion certificates, for example,

- Construction of 6 Medium Protected springs in Mwizi (2), Bugambe (2) and Ndeija (2) (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00004*) had a Practical Completion Certificate signed by Senior Engineer (Water) on 29th November 2016, District Engineer on 29th November 2016 and CAO on 29th November 2016.
- Rehabilitation and Extension of Rushanje GFS in Bugamba S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00002*) had a Practical Completion Certificate signed by Senior Engineer (Water) 19th February 2017 District Engineer on 19th February 2017 and CAO on 19th February 2017. It was completed on 7th February 2017 and inspected on 19th February 2017.
- Drilling & Installation of 5 Hand pumped deep boreholes in Karashe (1), Bubaare (2) and Rubaya (1) (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00001*) had a Practical Completion Certificate signed by Senior Engineer (Water) 22nd November 2016, District Engineer on 22nd November 2016 and CAO on 22nd November 2016. It was completed on 2nd November 2016 and inspected on 22nd November 2016.
- Construction of a 2-Stance Pit latrine at Kyakatara P/S in Rwamuhigi parish in Rubindi S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00011*) had Practical Payment Completion Certificate No.1 Signed by the Assistant Engineering Officer (Civil) on 26th January 2017, District Engineer on 27th January 2017.

		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	Not all the works projects for FY 2017/18 that implemented were labelled (Site Boards) indicating the actual contract value.
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<ul style="list-style-type: none"> All the 2 Bank Accounts for the LG had all been reconciled up to date (July to December 2017). The LG is on IFMS and we run the General Ledger Reconciliation Summary Report on 13th February 2018 and it showed there were no unreconciled items on the bank Accounts as of end of December 2017.
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	2	<ul style="list-style-type: none"> From Payments register for 2016/17, and from the sample made on payments, Education Sector: The only activity worth Ugx 58, 802,616 at Rweibare Primary School for Classrooms, was paid on time in a period not exceeding 14 days (Request made on 20/4/2017 and payment made. on 3/5/2017) . Waters Sector: Sampled Payments in respect of protected springs and Gravity Water, worth Ugx 181,981,907 were made on time in a period not exceeding one month.

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	3	<ul style="list-style-type: none"> The LG has a substantial Principal Internal Auditor. He was appointed 13th January 2014 Minute No 199/12/2014 (1) and was confirmed on 15th November 2002 by Mbarara DSC Minute No. 112/10/2002. All Quarterly Audit reports for the previous financial year produced and were submitted to the relevant offices.
		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	<p>The LG has provided information to LG PAC and subsequently PAC in the last FY has held meetings on 9th March 2017, 26th and 27th September 2017 where Quarter 1 of Internal Auditors report and other quarters of FY2016/17 were respectively discussed.</p>
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	<p>The reports were submitted to the Chairman / Speaker on the following dates Quarter 1. 11/11/2016, Quarter 2. 2/2/2017, Qtr.3 23/5/2017 and Qtr. 4. 28/7/2017. They were copied and received by the Auditor General, LGPAC, MOLG, RDC, Internal Auditor General, MOFPED & CAO- Accounting Officer.</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	4	<ul style="list-style-type: none"> The Asset register is updated as per format in the Accounting Manual. All Non-Current Assets shown on page 30 of the Financial Statements for the period ended 30th June 2017 were verifiable from the Asset Register.

20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<ul style="list-style-type: none"> • Unqualified Opinion for the FY 2016/17. (Page 223 Auditor General Report on 29th December 2017)
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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>Council is functional and discusses service delivery issues; for example:</p> <ul style="list-style-type: none"> • Min COU9/11/2016; presentation and discussion of sectoral committee reports- social services (education and health), Community based services and other committees • Council sitting on 25/8/2016; Min COU05/08/2016: Presentation of motions on Drivers and Vehicles Policy, Estate Policy and district lands • Min COU06/08/2016 discussion of chairman's report- district state of affairs report ending FY 2016/17 • Council sitting held on 4/11/2016; Min COU05/11/2016; discussion of supplementary budget number 2 under education • Min COU07/11/2016; presentation by social services committee names of health unit management committees (HUMCs) • Council meeting of 30/03/2017; Min COU31/3/2017 discussion of Annual Work Plan FY 2017/18 • Council sitting on 19/12/2016, Min COU42/05/2017 discussion and approval of budget estimates for FY 2017/18
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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	2	<p>There is evidence that the CAO designated Mr.Tuhame Cyril (who is the Senior Information Officer) to handle issues of transparency and accountability including coordinating response to feedback from Citizens. The letter is dated December 2, 2016, ref: CR/103/1; signed by the CAO directing him to carry out the following duties;</p> <ul style="list-style-type: none"> o Organise feedback with departments on grievances or any issues as raised in the meetings in the respective sectors and community engagements o Developing the district website o Loading budget, develop plans and other information among others
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<p>Mbarara district published information on the notice board include: staff pay roll and pensioner payment schedule of payment made in December 2017 and January 2018</p>

<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	1	<p>The LG procurement plan, awarded contracts and amounts are published on the noticeboard. Among the contracts seen are:</p> <p>Procurement reference number: MBAR 537/WRKS/2017-2018/00013</p> <p>Renovation works on Rubindi health Centre III in Rubindi sub county</p> <p>Contractor; M/S FRAMBO GENERALSERVICES LTD</p> <p>Contract Sum UGX 3,422,000</p> <p>Date of display January 31, 2018</p> <p>Procurement reference number: MBAR 537/WRKS/2017-2018/00015</p> <p>Construction of 2 (two) Stance Lined pit latrine at Ndiija Health Centre III in Ndeija sub county</p> <p>Contractor; M/S Legitimate Engineering and Technical Services Ltd</p> <p>Contract Sum UGX 9, 537,704</p> <p>Date of display January 31, 2018</p>
<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<p>"N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17".</p>

The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens

Maximum 2 points on this performance measure

• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1

1

There was evidence that the District communicated and explained guidelines, circulars and policies issued by the national level to LLGs in letters and meetings. For example letters were available by the CAO, for example;

On 9th/01/2017, Ref. CR/153/1, CAO wrote a letter to parish chiefs communicating the directive from His Excellency the President; on additional responsibilities of Parish chiefs of monitoring Operation Wealth Creation (OWC) programme.

Another letter dated January 29, 2018, ref. CR/210/13 to Sub county chiefs on implementation of OWC activities reminding them of their roles, in the Standing Orders of Procedure by the CAO

District does mentoring on policy guidelines; a report on mentoring sub county staff on Local Economic Development (LED) dated 24th/01/18 prepared by the Mentoring Team of the district was available

		<ul style="list-style-type: none"> • Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	1	<p>There was evidence that the district last FY conducted discussions in form of Barazas with the public to provide feed-back on status of activity implementation. A meeting was held at Mwizi sub County, on 10/11/2017.</p> <p>Announcements on Radio West inviting participants from Vision Group were seen. Date 9/11/2017, receipt number NSN 014648RN. Baraza report to CAO from the sub county chief of Mwizi dated 20/11/2017. The meeting involved all Heads of Departments (HoDs) and Sub County Chiefs. The Meeting was attended by RDC, LCV Chairperson, Parish Chiefs, TPC members, LCI & II Chairpersons, SMCs, HMCs, VHTs, Head teachers, private sector, and opinion leaders among others.</p> <p>The district information office, Planner and CAO have a schedule of radio programme drawn by the information officer; May 12- June 11, 2017 and a more recent one of January-February 2018.</p> <p>Circulars, policies, and guidelines are published on notice boards at HQs</p>
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Assessment area: Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>			<p>There was evidence that the GFP provided guidance and support to sector departments on how to mainstream gender into their activities within FY FY2016/17. For example,</p> <ul style="list-style-type: none"> • In FY 2016/17, CBS prepared quarterly workplans & presented the workplan to the TPC and then to Sectorial Committees and District Council for discussion and approval. CBS developed an Annual Workplan for FY 2016/17. <p>Reports seen on file in Mbarara District LG are below:</p> <ul style="list-style-type: none"> • Activity report on gender mainstreaming dated 10th November 2016 signed and stamped by the SCDO and submitted to CAO (Ref: CD/212/1). The objectives were: (i) equip the HoDs and Sections with knowledge and skills on how to identify gender issues in their departments and how to handle them; (ii) Develop gender sensitive workplans and budgets for their departments; (iii) collect gender disaggregated data, analyse it and
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• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.

2

make a follow-up on salient issues using gender analytical tools e.g Problem trees. Challenges and recommendations to gender mainstreaming were also identified during the training. It was attended by staff from Health, production, CBS, Finance, environment & Natural resources, works, & water. As a results, Health, Education and Works developed gender sensitive workplans.

- Activity report on gender mainstreaming dated 17th March 2017 signed and stamped by the SCDO and submitted to CAO (Ref: COM/214/1). The activity was conducted on 7th March 2017 for the District Technical & Planning Committee. The activity aimed at providing guidance and support to sector departments to mainstream gender into their activities. Modeule 8 (i.e. Gender & Local Governance in Uganda) was used.
- A report on a follow-up training and sensitization of IMCs on gender and HIV/AIDS mainstreaming & Communities along completed CAIIP-3 Roads. The report was dated 6th July 2016 signed and stamped by the DCDO and submitted to CAO (Ref: WORKS/213/1). Some of the objectives of the sensitization meeting was to: (i) impact knowledge to IMCs and LC1 executive on HIV/AIDS & Gender policy; (ii) Understand the effects of roads and other structure activities on the HIV/AIDS situation and how it can affect the activities of the road sector; (iii) Equip IMCs with knowledge of domestic violence & its causes and effects; (iv) educate IMCs the importance of integrating gender and HIV/AIDS in their daily activities/ routine. The participants came from Kagongi S/C, Bugamba S/C.
- Report on Refresher Training of IMCs on Gender and HIV/AIDS mainstreaming dated 17th June 2016 by the DCDO and submitted to CAO (Ref: WORKS/213/1). The activities took place in Mwizi S/C, Bugamba S/C and Kagongi S/C.
- Activity report on capacity building of Sub County to identify gender inequalities between men and women. The report is dated 30th November 2016 signed and stamped by the SCDO and submitted to CAO (Ref: CBS/101/1).

		<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	0	<p>There was evidence that gender focal person planned activities to strengthen women roles in FY 2017/18 as shown in the approved AWP & Budget for FY 2017/18, and the quarterly i.e 1st, 2nd , 3rd & 4th Quarters. Annual Workplan for FY 2017/18 indicated activities under each CBS sub sector. For example, in the second Quarter of FY 2017/18, under Gender mainstreaming, CBS planned to (i) <i>create awareness on gender mainstreaming & gender responsive budgeting</i>; (ii) <i>community sensitization meeting on property rates and legal marriages</i>. The activities were estimated at UGX 500,000.</p> <p>Reports on file also showed that some activities have already been done. For example, <u>in FY 2017/18</u>, CBS mentored the sub County staff at Rugando S/C. For example, there was an Activity report on mentoring Gender responsive planning and Budgeting in Rugando S/C. The report was dated 20th September 2017 signed and stamped by the SCDO and submitted to CAO (<i>Ref: CD/214/1</i>). The main objective was to assess the level of participation by women and other vulnerable categories in development activities within the sub county targeting empowering women in all activities. It was attended by Sub County Chief, Parish Chiefs, CDO, & GISO.</p> <p>However, out of the actual total expenditure of UGX 489,964,052 by CBS, in FY 2016/17, UGX 280,724,108 was spent on gender activities as per the final approved AWP & budget for FY 2016/17 and also as indicated in the final accounts for 2016/17. Hence representing 57.3 percent (inclusive of non-wage) for CBS department was less than 90 percent.</p>
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>			<p>Infrastructure projects implemented in FY 2016/17 were screened for environmental mitigation measures. ESSF forms were seen on the procurement files for infrastructure projects implemented under the force account obtained from the PDU. The available screening forms were only for a few projects, for example,</p> <p>Under Works;</p>

Maximum 6 points on this performance measure

- Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2

2

i. Rehabilitation of Community Access Roads (CARs) in in Rubaya S/C dated 26th May 2016 signed by the Senior Environmental Officer (SEO).

ii. Rehabilitation of Community Access Roads (CARs) in in Kagongi S/C dated 20th January 2017 signed by the SEO.

iii. Rehabilitation of Community Access Roads (CARs) in in Bugamba S/C dated 7th June 2017 signed by the SEO.

iv. Rehabilitation of Community Access Roads (CARs) in in Rubindi S/C dated 16th November 2016 signed by the SEO.

v. Rehabilitation of Community Access Roads (CARs) in in Rwanyamahembe S/C dated 22nd April 2017 signed by the SEO.

The following projects under the water sector were also screened:

i. All the 6 sites for the Rehabilitation & Extension of Rushanje GFS in Bugamba S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00002*) were screened and ESSF were seen on file dated 27th September 2016 signed by the Environment Officer (David Niwabgaba).

ii. Construction of Medium Protected springs No.6 in Mwizi (2), Bugambe (2) and Ndeija (2) (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00004*) had ESSF dated 28th September 2017 signed by the Environment Officer (David Niwabgaba).

iii. Construction of Medium Protected springs No.6 in Mwizi (2), Bugambe (2) and Ndeija (2) (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00004*) had ESSF dated 27th September 2017 signed by the Environment Officer (David Niwabgaba).

• Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1

1

Mbarara district Local Government integrated environmental and social management plans in the contract bid documents/BoQs for infrastructure projects sampled from the completed procurement files in the PDU. For example:

? ? Bid documents/BoQs for the Construction of a 5-Stance Pit latrine at Mugarutsya in Bubaare S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00003*) provided for environment mitigation measures (under Element 9 of BoQ) estimated at UGX 1,770,000. For example,

Item 9.10: Excavate catch water drains;

Item 9.20: Back-slope embankment;

Item 9.40: Allow for planting of trees of species as instructed by the District Engineer/ Environment Officer or their representative.
Item 9.50: Construct 150x150mm storm water channel (stone lined or brick work) around the building well finished in plaster as authorised by the District Engineer/ Environment Officer or their representative.

Item 9.60: Provide embossment at the wall (construction of 5 stance pit latrine, under WSCDG, 2016/17.

• Bid documents/BoQs for the construction of Medium Protected springs No.6 in Mwizi (2), Bugambe (2) and Ndejja (2) (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00004*) provided for environment mitigation measures under Item A.

• Bid documents/BoQs for the Construction of a 2-Stance Pit latrine at Kyakatarata P/S in Rwamuhigi parish in Rubindi S/C (*Proc Ref No: MBAR 537 /WRKS/2016-2017/00011*) provided for environmental restoration under Item 9.0 (Environmental protection) estimated at UGX 595,000 overall. E.g Item 9.30 grass back slopes, steep slopes, quarry sites. Item 9.40: Allow for planting of trees of species as instructed by the District Engineer/ Environment Officer or their representative.

		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p>Not All completed infrastructure projects were implemented on land where Mbarara District LG has proof of ownership (e.g Land title or agreement). For example, Construction of a 2-Stance Pit latrine at Kyakatara P/S in Rwamuhigi parish in Rubindi S/C (Proc Ref No: MBAR 537 /WRKS/2016-2017/00011) had no land title, agreement or MoU on file.</p>
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	0	<p><u>Not All</u> completed projects had Environmental and Social Mitigation Certification Form completed and signed by the Senior Environmental Officer (SEO) or Environment Officer.</p> <p>In other words, Environmental & Social Mitigation Certification Forms for completed infrastructure projects were <u>not seen</u> on the completed procurement files obtained from the PDU, Works, & Environment and Natural Resources Departments.</p>



LGPA 2017/18

Educational Performance Measures

Mbarara District

(Vote Code: 537)

Score 69/100 (69%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>The LG has budgeted for a Head teacher and a minimum of 7 teachers per school according to Performance Contract CR/103/1 signed by CAO on 10/7/2017 and PS/ST on 14/7/2017. The budgeted amount is Shs 11,869,593,597</p> <p>The LG has deployed a Head teacher and a minimum of 7 teachers in the 157 public primary schools as per the list of schools and Staff lists.</p> <p>In the sample of schools visited, at Kinoni Integrated, there is a Head teacher and 16 teachers for the 740 (381 M 359 F) pupils. In Kagongi II, there is a Head teacher and 7 teachers for the 230 (118 M 112 F) pupils. In Kyakanekye there is a Head teacher and 7 teachers for the 298 pupils, while in Rwemiyenje, there is a Head teacher and 16 teachers for the 532 (265F 267 M) pupils.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	3	<p>LG has substantially recruited all primary school teachers with a wage bill provision.</p> <p>The approved structure in the LG Performance Contract indicates 1,571 teachers. Filled posts are 1,454 according to the staff registers</p> <p>This represents a 92.5% filling of the structure for primary teachers with a wage bill provision</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	6	<p>The approved structure provides for 4 Inspectors. The following Inspectors are all in place; Mbabazi Edward, Kellen Ayebazibwe, Crescent Mbabazi, and Kenneth Mugira.</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>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>The following positions were included in the recruitment plan submitted to HRM; 29 Head teachers, 160 Deputy Head teachers, and 89 Education Assistants II as per letter dated 12/12/2017</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 School Inspectors: score 2</p>	2	<p>The positions of Inspectors were not included in the recruitment plan because they were already filled.</p>

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>The LG had 4 Inspector of schools in the FY 2016/2017. All were appraised by August 2017(CR/D/20235, CR/D/10391, CR/D/17036 and CR/D/11437)</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>	0	<p>The LG had a total of 157 primary school head teachers. A 10 % sample (15 primary schools was taken).</p> <p>All the head teachers did not have performance agreements and reports on file(MBR/A/ 1331, 12207,24845, 12205,12057,1575, 1020,12039,170, MBR/T/061)</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>	0	<p>The LG Education Department has not communicated all policies, guidelines and circulars issued at national level in 2016/17. The circulars, guidelines and policies not circulated included Follow-up on actions for Sustained Quality Education at local Government level dated 16/6/2017, Circular No 11/2016 dated 25/7/2016 on E-Learning Uganda Conference, 2016, and letter ref. ADM/15/07/16/0 of 15/7/2016 on Career Opportunities and Life Long Skills Development Campaign by National Association of School Community ICT Outreach.</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>The LG held a meeting with Head teachers to explain and sensitise them on guidelines, circulars and policies issued by the national level on 13/10/2017 Min 3/10/2017. Issues of Quality Education and School Feeding Guidelines were discussed and the meeting was attended by 127 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"> 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"> 100% - score 12 90 to 99% - score 10 80 to 89% - score 8 70 to 79% - score 6 60 to 69% - score 3 50 to 59% score 1 Below 50% score 0. 	6	<p>A total of 496 inspections were carried out in 2016/17 by the LG. In all there are 237 (157 public and 80 private) primary schools The expected inspections would be 711 (237X3) inspections if each school had been visited on a termly basis. Therefore, on average 496 out of 711 inspections were made representing 69.8% (70%) expected inspections.</p> <p>In the sample of schools visited the schools had been visited by Inspectors as follows :- Kinoni Integrated (13/8/2016, 3/8/2016, 19/8/2017, 20/4/2017, 3/11/2017, and 14/3/2017). Kagongi II (18/3/2016, 14/11/2016, and 30/3/2017), Kyakanekye (30/3/2017, 3/5/2016, 3/11/2016, and 10/11/2016), and Rwemiyenje (6/4/2017, 30/3/2017, 25/8/2016, and 3/11/2017).</p>
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	4	<p>There is evidence of departmental meetings discussing inspection reports and using reports to make recommendations for action. For example on 30/5/2017 under Min 5/5/2017 it was agreed that school monitoring and inspection should emphasize schemes of work and lesson plans, sanitation, hygiene, accountabilities, mandatory displays and minutes of meetings.</p>
		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	2	<p>DES Inspection Reports matrix of submissions indicated LG had submitted school Inspection Reports and Accountabilities for Q1-Q4 FY 2016/17.</p> <p>Acknowledgement letter by DES indicated submission of Q1 Inspection Reports on 22/11/2016, Q2 Inspection Reports on 14/7/2017, Q3 Inspection Reports on 26/5/2017, and Q4 Reports on 20/7/2017.</p>
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	<p>The recommendations have been followed-up and used for corrective action. For example, disciplinary action was taken on defiant teachers at Buyenje P.S, and proprietors of unlicensed / unregistered schools were met on 18/11/2016.</p>

9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	0	EMIS data obtained from MoES. LG shows a total 237 (157 public and 80 private) primary schools while MoES EMIS shows a total of 258 schools
		<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5 	0	LG has not submitted enrollment data for all schools consistent with EMIS report and OBT. LG indicates a total enrollment of 58,170 (28,452 M 29,718 F) while MoES EMIS shows a total of 89,477 (43,199 M 46,278 F) pupils

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc... during the previous FY: score 2 	2	<p>Committee responsible for education sat on 17/1/2017 and discussed service delivery issues including addressing the issue of Katenga P.S sharing premises with an unlicensed / unregistered school.</p> <p>Council approved sector implementation Plan on 30/3/2017 under Min 31/3/2017</p>
		<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	On 22/2/2017 the education committee presented for approval requests for the following; rewarding of best performing schools and best PLE student, staff re-organisation, and closure of unlicensed / unregistered private schools

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>	3	<p>Over 80% primary schools have functional School Management Committees that held the 3 mandatory meetings per year. In five randomly selected school files at the DEO's office, the following schools had held SMCs as follows;</p> <p>Kyakatara (22/11/2017, 20/10/2017, 26/6/2017, and 9/3/2017), Bujaga Integrated (6/10/2017, 17/6/2017, and 2/3/2017), Nshuro (21/10/2017, 20/9/2017, 23/2/2017, and 6/7/2017), Kinoni Integrated (5/7/2017, 9/3/2017, and 30/11/2017). At Kagongi I only 2 meetings were held; on 7/8/2017 and 27/3/2017. In all cases of SMC meetings, Head teachers' reports are presented and discussed.</p> <p>In the visited schools, Kinoni Integrated held SMC meetings on 30/11/2017, 24/10/2017, 21/7/2017, and 9/3/2017. At Kagongi II SMC meetings were held on 4/10/2017, 3/5/2017, and 15/2/2017. In Kyakanekye, the meetings were held on 25/10/2017, 17/8/2017, and 21/3/2017, while at Rwemiyenje, the SMC meetings took place on 7/12/2017, 23/8/2017, and 28/4/2017. Head teachers' reports had been presented and discussed in all the meetings.</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	3	<p>There was evidence on the DEO's noticeboard that the LG had publicised all schools receiving non-wage recurrent grants.</p> <p>In the visited schools, Rwemiyenje, the non wage recurrent grants were displayed in the general office and the school had received Shs. 1,660,582 for term III. In Kyakanekye, the non-recurrent wage grants were displayed in the Head teachers office and Shs. 968,481 was released in Term III, 2017. In Kagongi II the recurrent wage grants were displayed in the Head teacher's office, while in Kinoni Integrated, they were displayed in the Reception office. Shs 1/922,000 had been received in term III, 2017.</p>
Assessment area: Procurement and contract management				

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>The sector had submitted procurement requests for all investment items in the approved sector annual work plan and budget before the 30th April 2017 deadline as follows; a double cabin pick up valued at 150,000,000 on 2/9/2016, while requisitions for 2 classrooms at Rweibare II (valued at Shs 60,000,000), requisition for 2 computers (valued at 6,500,000), and requisition for installation of internet services (valued at Shs 1,000,000) were submitted on 18/8/2016.</p>
14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<ul style="list-style-type: none"> From the only Activity, at Rweibare II, the Classroom Contract had a duration of four months and payment request and certificates of Project worth 58,802,616 Ugx , It was established payment was made on time. Not exceeding 14 days period from the day the payment of request was made to the actual date of payment.
Assessment area: Financial management and reporting				
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>The annual performance report for the previous year was submitted to the Planner on 3/8/2017 after the prescribed date of mid-July</p>

16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year If sector has no audit query score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points If all queries are not responded to score 0 	2	<ul style="list-style-type: none"> The Sector had 27 queries in during the FY. Schools: Rwenyanga, Karamurari, Rubingo, Bwizibwera TC, Kashaka HS, Nombe SSS, Mugarustya PS, Rukandagye and Nyabubare. Audit Issues : <ul style="list-style-type: none"> (i) Staffing Gap of 252 Teachers (ii) Non Approved budgets (iii) Expiry of Board of Governors (iv) Unaccounted for funds (v) No inspection of schools (vi) Poor book keeping All these issues were responded to and action taken for regularization. Action letters dated 30/8/2017 & 22/9/2017
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Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc....: Score 2 	2	<p>The LG Education department in consultation with the gender focal person disseminated gender guidelines in a circular dated 13/2/2017 captioned "Gender adherence in schools curricula". The guidelines included hygiene, life skills, and counselling.</p>
		<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	2	<p>The LG Education department in consultation with the gender focal person disseminated sanitation guidelines in a circular dated 13/2/2017 captioned "Gender adherence in schools curricula". The guidelines included wash room requirements for girls.</p>

		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>Guidelines on gender composition on SMCs have been met. The guideline states that at least 30% of the SMC members representing the Foundation body on the SMC shall be female.</p> <p>In visited schools the following females on SMCs are from the Foundation body; Jolly Katera and Jadress Kataabazi (Kinoni Integrated), Kadia Namurebire, Lois Sekibara, and Marion Mugabi (Kagongi II), Medias Nansamba and Eunice Karyarugokwe (Kyanekye), while Jane Rubahhika and Beatrice Masiko were foundation body members on the SMC at Rwemiyenje</p>
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	3	<p>LG Education department in collaboration with Environment department issued guidelines on environment management in a meeting for Head teachers held on 11/8/2017 Min 4/8/2017. NEMA officials presented on harvesting of trees, tree-planting, demarcated pathways in schools, school fencing with live structures. 122 Head teachers were in attendance. At Kinoni Integrated the Speech Day theme held on 6/12/2017 was "Environment Protection" and ACCORD has provided 40 fruit trees to the school. With Kagongi II, the DEO's office had connected the school to CECORD which supplied them with 40 gloveria and 100 eucalyptus seedlings for planting. In Kyanekye 200 trees have been planted around the hedge from parents resources, while in Rwemiyenje, the Environment department had screened there a climate change film. CECORD has also supported their initiatives on banana plantation improvement at the school.</p>



LGPA 2017/18

Health Performance Measures

Mbarara District

(Vote Code: 537)

Score 58/100 (58%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	6	<ul style="list-style-type: none"> • Approved wage bill is Ugx 1,957,247,144/= • Wage bill provides for 217 positions in the health sector • Of these, 203 positions are filled • 14 positions are still vacant as at the time of assessment • Actual staffing level for the health sector is at 93.5% • There is a job advertisement in the New Vision Newspaper of 22nd January 2018 on Page 46 and 47 for 14 positions. • The recruitment process is on going • Adding actual positions and those being recruited would bring the total staffing to 217 which is 100%
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<ul style="list-style-type: none"> • An approved recruitment plan of FY2017/2018 for 189 positions was submitted to CAO on 18th July 2017 and was approved on the same day

3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	<p>The LG had a total of 3 HC IVs in the FY 2016/2017. 02 of the facility in- charges did not have performance agreements and reports on file. (CR/D/20605 and CR/D/20792).</p> <p>The Assessor could not access the file for one of the in-charges from IGGs office.</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>	<p>• 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</p>	4	<p>• The health worker deployment lists seen at the sampled facilities matches with those at the DHO office</p> <p>Bwizibwera HCIV –DHO-35 HC-35</p> <p>Rubindi HCIII DHO-12, HC-12</p> <p>Karwensanga HCII DHO-2 HC-2</p>

Assessment area: Monitoring and Supervision

5

The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities

Maximum 6 for this performance measure

• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3

3

- The DHO distributes copies of circulars/guidelines/policies during the routine support visits to the health facilities
- In charges pick the items during their visits to the district office
- NMS also directly delivers some of the guidelines during the medicine delivery to the facilities
- At Rubindi HCIII, the following guidelines were found having been received in the previous FY: Clinical guidelines 2016, Counselling guide 2016, Managing TB in Children 2015, PHC grant management 2015/2016
- At Bwizibwera HCIV the following guidelines were seen Management of Medicines 2012, Essential Medicines 2012, ART guidelines 2016, Ministerial Directive on Access 2014, Client charter 2015, Public Service Competence Dictionary 2007, and Training Module for Paediatric HIV testing 2015.

		<ul style="list-style-type: none"> • Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	3	<ul style="list-style-type: none"> • In a DHT meeting held on 4th September 2017 under Minute 03/09/2017 the health educator explained the circular on Long Lasting treated mosquito nets that were going to be distributed in the District • During the same meeting the bio statistician explained the new guideline on health management information system HMIS reporting 105, 106 and 033(b)
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<ul style="list-style-type: none"> • The DHT undertakes an overall integrated support supervision for all the health facilities in the District through the quarter • The supervision covered all the 3 HCIVs that are in the District • Supervision was done through the quarter as per the report dates below • Q1 – 19/09/16 • Q2 – 07/11/16 • Q3 – 22/01/17 • Q4 – 19/06/17

		<p>Evidence that DHT has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	3	<ul style="list-style-type: none"> • The DHT undertakes an overall integrated support supervision for all the health facilities in the District through the quarter • Supervision was done for each HCIV as per the report dates below • Q1 – 19/09/16 • Q2 – 07/11/16 • Q3 – 22/01/17 • Q4 – 19/06/17•
7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced:</p> <ul style="list-style-type: none"> • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0 	2	<ul style="list-style-type: none"> • Bwizibwera HCIV has a mandate to supervise the 6 health units under their jurisdiction • Supervision was done 3 times as per the reports dates below • Q2 – 30/01/17 • Q3 – 28/03/17 • Q4 – 30/06/17 • There was no supervision in the first quarter.

The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up

Maximum 10 points for this performance measure

• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4

4

- In a DHT meeting held on 06/06/16 under minute 02/06/2016: In the communication from the chairperson, the DHO emphasized that members should comply when co-opted on field supervision teams

- In another meeting on 02/02/2017 under minute 03/02/2017: Under reactions, the laboratory focal person informed members that lab services should be conducted according to SLMATA guidelines and collect samples according to PIMA SOPs.

- On 21/12/2016 under minute 04/12/2016: The District Health Inspector reported sanitation and hygiene being supported the Uganda Sanitation Fund. Field visits should be conducted according to standard guidelines.

		<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	6	<ul style="list-style-type: none"> • Recommendations are usually given on spot and written in the log book when supervision is being done at the facility. • At Rwensanga HCII: On 18/08/16 on page 500211 supervision from the DHO office considered updating the ART and pre ART registers as well as to lobby for an extra health worker. On 5/10/17 page 500217 the centre was required to draw staff duty rosters and staff to prepare for appraisal • At Rubindi HCIII: On 07/11/16 page 46803 the old OPD register was stopped and started to use a new one as well as establish an IPT corner. On 12/01/17 page 46805 the HSD supervision team considered mentoring the in charge in conducting support supervision to HCII and encouraged the staff to always wear uniform when on duty.
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	0	<ul style="list-style-type: none"> • HMIS has 82 facilities while OBT has 43 facilities
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>	<p>• 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</p>	2	<ul style="list-style-type: none"> • In the council meeting that was held on 30th March 2017 under minute MIN COU 31/3/2017 the FY2017/2018 annual work plan was approved • The budget was approved in another council meeting held on 31st May 2017 under minute MIN C.O.U.42/05/2017
		<p>• Evidence that the health sector committee has presented issues that require approval to Council: score 2</p>	2	<ul style="list-style-type: none"> • In a council meeting held on 4th November 2016 under MIN COU 09/11/2016 section 2, there was health sector submission which included aspects like medicine supplies, health sector funding, health infrastructure, staffing, health events, support supervision and monitoring of health service delivery • In another council meeting held on 19th December 2016 under MIN COU.16/12/2016 section (e) the social services committee presented the update report on the health sector under the same themes as above.
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues): • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0</p>	1	<ul style="list-style-type: none"> • 2 out of the 3 facilities had each held at least 4 mandatory meetings within FY2016/2017 • Karwensanga HCII held only 2 meetings in the same financial year, on 14/06/16 and 05/05/17

12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<ul style="list-style-type: none"> 3 out of the 3 sampled facilities had displayed their PHC grants
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Assessment area: Procurement and contract management

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	2	<ul style="list-style-type: none"> The health department has a procurement plan for FY2017/2018 prepared on 27th April 2017 and received by PDU on the same day.
		<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	0	<ul style="list-style-type: none"> PP1 for construction of a maternity ward at Rubaya HCIII was prepared on 23/10/17 and approved on 25/10/17
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: <ul style="list-style-type: none"> 100% - score 8 70-99% – score 4 Below 70% - score 0 	8	<ul style="list-style-type: none"> Bwizibwera HCIV directly deals with NMS through the online system under code HF0328 with a FY17/18 medicines procurement plan in soft copy where they extract the periodic drug orders Rubindi HCIII and Karwensanga HCII use the PUSH method where their requests are submitted to DHO office for processing with NMS. The centres all had current delivery notes from NMS

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	0	<ul style="list-style-type: none"> No development funds for the last two financial years and hence no payments made to the suppliers. Funds available for Wage and Non-Wage recurrent expenditure only.
Assessment area: Financial management and reporting				
16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>The Q4 annual report was submitted beyond mid July, that is, on 28th July 2017</p> <p>Q1 – 28th October 2016</p> <p>Q2 – 30th January 2017</p> <p>Q3 – 28th April 2017</p> <p>Q4 – 28th July 2017</p>
17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	2	<ul style="list-style-type: none"> The Sector had 8 queries in the FY. Facilities: Kashere –HCII and Mwizi –HCIII. Queries- <ul style="list-style-type: none"> (i) PHC funds accountability. (ii) Non formation of health management committees. (iii) Theft of drugs (iv) Disposal of Expired Drugs. (v) Store’s ledgers not updated. <p>Response and Action was taken on letters dated 22/9/2017 and 2/10/2017.</p>

Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	0	<ul style="list-style-type: none"> • Only 2 out of 3 sampled units have at least 30% composition of females • Bwizibwera HCIV – 1F, 8M • Rubindi HCIII – 5F, 3M • Karwensanga HCII – 2F, 3M
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<ul style="list-style-type: none"> • No guidelines could be traced at any of the 3 sampled health facilities
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	0	<ul style="list-style-type: none"> • No guidelines could be traced at any of the 3 sampled health facilities



LGPA 2017/18

Water & Environment Performance Measures

Mbarara District

(Vote Code: 537)

Score 86/100 (86%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<ul style="list-style-type: none"> According to the Ministry of Water and Environment (MoWE) Sector Performance Report Mbarara District has a safe water coverage of 77%. Sub-counties with safe water coverage below district average include: Mwuzi 70%, Rwanyamabembe 65%, Bubaare 62%, Rubaya 48% and Kashare with 36%. In Financial Year 2017/2018 those sub-counties were target for allocation of water projects for example the project of drilling and installation of 7 Hand pump boreholes will target the sub-counties of Rwanyamahembe, Kashare, Bubaale and Rubayo among others. Rehabilitation of 15 boreholes will cover 3 in Rwanyamabembe, 3 in Bubaale, 3 in Kashare and 3 in Rubaya. This is in line with National guidelines that calls for allocations in sub-counties below district average whilst planning.
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<ul style="list-style-type: none"> In FY 2016/2017 the water department implemented budgeted water projects in sub-counties below the district average for instance during the Rehabilitation of 15 boreholes the sub-counties of Kashare, Rubaya, Rwanyamahembe and Bubaare benefited. Another project where sub-counties below district average got implementation was drilling and installation of deep boreholes where sub-counties like Kashare, Rubaya, Rwanyamahembe and Bubaare were deliberately targeted. The project cost was 95,972,000/= Construction of Kashare Mini-Solar pipe water system worth 42,500,000/= was implemented in Kashare sub-county which was below district average.
Assessment area: Monitoring and Supervision				

<p>3</p>	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0 	<p>15</p>	<ul style="list-style-type: none"> • The LG water department implemented the following projects in FY 2016/2017; • Extension and rehabilitation of Bushanje Gravity Flow Scheme in Bugamba sub-county at a cost of 168,049,438/= • Drilling and Installation of 5deep boreholes in selected sub-counties worth 95.972,000/= • Construction of 6 medium protected springs at a cost of 23,680,494/= • Construction of Kashare Mini-solar pipe system at 42,500,000/= • Construction of a 5-stance latrine in Bubaale sub-county at 19.786,830/= • Rehabilitation of 15 boreholes. • For the above implemented projects, the following supervision reports were filled. • Supervision progress report for the extension and rehabilitation of Rushanje GFS in Bugamba sub-county dated 19th/01/2017. • Dated 02nd/12/2016 an inspection report for drilling and installation of 5 boreholes in Rubaya,Kashare,Bubaare and Rwanyamahembe sub-counties. • Supervision report on the construction of 6 medium protected springs in Mwizi, Bugamba and Ndieja sub-countries. Contract No:MBAR/537/wrks/16-17 signed by the project supervisor. • Supervision report dated 2nd/12/2016, supervision report on construction of a 5-stance VIP latrine at Magaritysa RGC and percentage completion was 100%. • Dated 05th/06/2017, a supervision report on borehole rehabilitation; indicating source name, parish, sub-county and status of facility. Report compiled by the Borehole Maintenance Technician. All the implemented projects in FY 2016/2017 were supervised by the LG water department.
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4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data for the current FY: <ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> In all documents reviewed that included sector MIS reports , Performance contracts, OBT and submission of Annual work plan to the MoWE there was consistence and accurate data about list of water facilities and the projects planned for the Financial Year 2017/2018. These projects included; Construction of 5 stance public latrine(VIP) in Rubaya-Kahoma, construction of protected springs in Mwizi,Ndeije and Bugamba, Construction of piped water Kagongi-Kyandahi GFS phase I in Kagongi, Deep borehole drilling and installation in Hashare, Rubaya, Rwanyamahembe, Rubindi and Bubaaare. Submission to the MoWE was exactly the same data in the performance contract signed by 1st/07/2017 by the Head of Department.
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Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	4	<ul style="list-style-type: none"> The LG water department submitted procurement plan in time. This was done by 2nd/03/2017 to the District Procurement Unit.
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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

2

- The department had management plan filled using the LG PP form 60 R258(3). The plan was followed for example during the construction of a 5-stance latrine at Mugamtstya RGC where final submission as an implementation deliverable was expected by December and indeed by 2nd/12/2016 it was submitted.

- Site meetings conducted evidenced by minutes dated 12/01/2017 for the Rehabilitation of Rushanje GFS. Under Min.05/01/2017- the contractor pledged to complete works in 2 months while Min.06/01/2017 the project supervisor urged the contractor to adhere to the Bills of Quantities.

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

2

- All water and sanitation facilities sampled were constructed as per design. For example, the BOQs for Extension and rehabilitation of Bugamba GFS in Bugamba sub-county indicated 6kilometers and installation of 14 tap stands. This was what was exactly implemented. With Construction and completion of Kashare Mini-solar system the distance was 2 kilometers with installation of 5 tap stands; implementation was as per design.

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

0

- By the time of assessment, there was no hand over report from any contractor on all reviewed contract files.

		<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	2	<ul style="list-style-type: none"> Certificate of practical completion issued by the Water Officer to Ligitimate Engineering Technical Services Ltd for contract No: MBAR537/16-17/00004. Completion payment certificate dated 29th/11/2016 issued by the Water Officer to NUVAKAN Technical Services Co Ltd. Procurment ref: MBAR/537/WRKS/16-17/00003 for construction of 5-stance latrine at Mugambtsya RGC Practical completion certificate for drilling and Installation of hand pump boreholes. Certificate issued on 2nd/12/2016 by Water Officer to KLR Uganda Ltd.
7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<ul style="list-style-type: none"> From the Contract samples, all the Water Project Contracts had a duration of six to ten months and payment requests and certificates of a Springs, Gravity Water and rain harvesting Projects worth 352,962,342 Ugx, It was established payments were made on time. Not exceeding two days period from the day the payment of request was made.
Assessment area: Financial management and reporting				
8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<p>The LG water department submitted annual performance report for FY 2016/2017 including four quarterly reports as follows;</p> <p>Fourth quarter report was submitted on 17th/07/2017</p> <p>Third quarter report was submitted on 11th/04/2017</p> <p>Second quarter report was submitted on 13th/01/2017</p> <p>First quarter report was submitted on 17th/10/2016</p> <p>Annual Performance report was submitted a few days beyond the stipulated time.</p>

9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	3	<ul style="list-style-type: none"> • The Sector had three queries for the whole financial year in regard to unutilised funds and uncompleted projects. The sector responded on letters dated 3rd November 2016 and on 9th November 2017.
Assessment area: Governance, oversight, transparency and accountability				
10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>Committee meeting of Works and Technical held on 03rd/05/2017, under Min:39/05/2017: Presentation of departmental budget and work plans- water sector work plan and budget of 567,509,009 was presented and discussed by the committee members and resolved that 5,000,000/= be allocated to launching and commissioning of water projects.</p>
		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>Mbarara District Local Government Council held on 31st/05/2017, under MIN:C.O.U 42/05/2017: discussion and approval of budget estimates for financial year 2017/2018.</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> • The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	2	<ul style="list-style-type: none"> • The Annual Work Plan, budget and water development grant releases and expenditures were found displayed at the District Notice board. For example, it was observed by the time of assessment that 220,268,680/= was released for FY 2017/2018 • In the software file there was a report of a district meeting held on 18th/12/2017. The objectives of the district advocacy meeting was to review performance for FY 2016/2017, disseminate to local leaders water & sanitation projects/activities for 2017/18

		<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	0	<ul style="list-style-type: none"> Sampled WSS project for example a bore hole at Bwizibwera HC IV had very faint labels which could not easily be read. Again the name of the contractor was not indicated. For Rutooma- Modern shallow well had no label clearly showing the contractor, source of founding and Financial Year of Implementation.
		<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	2	Information on tenders and contract awards was displayed on the notice board. For example the displayed procurement information indicated M/s KLR Uganda Ltd the best valued bidder under procurement ref:MBAR 537/WRKS/2016-2017/00001 through opening bidding method.
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	<ul style="list-style-type: none"> In the community application there was application letter by the people Byanamira LCI in Bugamba sub-county. There was evidence that community contribution of payment of 45,000/= paid on 12th/02/2018 with a receipt No:44651 Rwabaranga residents from Rukabya sub-county applied for borehole and Institutional RWHTs. Receipt No:44651 for payment of 100.000/= as part of community contribution. Money was paid to Mbarara District General Funds collection account.
		<ul style="list-style-type: none"> Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	2	<ul style="list-style-type: none"> The district has 715 WSC's according to LG water department software report submitted for quarter two FY 2017/2018. For the sampled committees there was evidence of collection of O&M funds for example Rutooma modern shallow well WSC in Rwayamahembe sub-county 500/= is charged monthly from each benefiting household for preventive maintenance.
Assessment area: Social and environmental safeguards				

13

The LG Water department has devised strategies for environmental conservation and management

Maximum 4 points for this performance measure

- 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

0

- For all projects implemented Environmental screening was conducted by filling ESS forms by the Senior Environment Officer. For example, an Environmental and social screening form for drilling and installation of boreholes was filled. It is dated 5th/10/2016 signed by Senior Environment Officer.
- However, well as environment screening was conducted for Rehabilitation and Extension of Rushange Gravity Flow Scheme, an Environment Impact Assessment (EIA) for the project was not done yet it was a requirement.

- Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1

0

- No Environment follow-up report was filled on all the projects implemented in FY 2016/2017

- Evidence that construction and supervision contracts have clause on environmental protection: score 1

1

- Environmental clauses were included in construction and supervision contracts for example contract No:MBAR/537/WRKS/2016-2017/00002- Rehabilitation and Extention of Rushanje GFS; Clause A:1:11 was about backfill with soil making sure that no damages were made to polythen sheet providing a gentle slope as directed by the Environment Officer
- Clause 9:40 in contract No:MBAR/537/wrks/2016-2017/00003- (construction of 5-stance pit latrine at Mugarutsya RGC) calls for excavation of catch water drains as directed by the Environment Officer.

14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	<ul style="list-style-type: none"> • Sampled WSCs in the district that included Nchune Borehole WSC with 57%, Ntsingwa protected spring with 57%, Kibingo Parish Headquarters Tap with 57%, Nyakwebundika I WSC with 71% and Nyantungu borehole WSC with 57%. Women were occupying key positions on different committee. This was in line with the sector critical requirements
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<ul style="list-style-type: none"> • Public sanitation facilities sampled like 5-stance pit latrine at Kabura weekly market in Mwizi sub-county, 5-stance water borne toilet at Nyakaikara P/S in Ndeige sub-county and 5-stance pit latrine at Mugarutsya RGS in Bubaale sub-county. All the sanitation projects were implemented with District Water and Sanitation Conditional Grant (DWSCG). The facilities had adequate access and separate stances for both men and women plus provisions for People with Disabilities(PWDs)