



LGPA 2017/18

Accountability Requirements

Mitooma District

(Vote Code: 601)

Assessment	Compliant	%
Yes	6	100%
No	0	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	The LG submitted the Final Annual Performance Contract to MoFEP on 26/6/2017	Yes
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	From the MoFEPD inventory, the budget was accompanied by a procurement plan, was received together with the budget on 26/6/2017	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	The LG submitted the Annual Performance Report on time. Acknowledgment receipt No. 0837 of report submission from MoFPED seen dated 28th/ 7/2017	Yes

<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>Receipts seen for all quarters ie</p> <p>Q1 dated 3/11/2016</p> <p>Q2 dated 8/2/2017 receipt number 0298</p> <p>Q3 dated 23/6/2017 receipt number 0150</p> <p>Q4 dated 28th/7/2017 receipt number 0837</p>	<p>Yes</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 the Internal Auditors report status of implementation and responses on 20th March 2017, referenced CR252/5 and it was acknowledged by MoFPED on 19th April 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</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Mitooma District

(Vote Code: 601)

Score 68/100 (68%)

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>	<p>2</p> <p>0</p>	<p>The committee is in place and includes;DEO, DHO, Physical planner, DWO, DAO, District Surveyor, DCBS officers.</p> <p>The committee sits regularly and minutes were seen ie June / 19/2017, Sept. 7th/2017, Mar/ 13/2017, Sept./12/2017 and of Jun 16th/2014, Aug.13th/2015 and Jan/6th/2015</p> <p>The LG has no Physical Plans. From the Minutes of the Physical Planning Committee, there was no evidence of applications for new infrastructure investments.</p> <p>Submissions in the registration book and minutes, new investments considered by the physical planning committee within 28 days after submission are for private developers. Ref: 19th June 2017 and 12th Sept 2017</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	2	<p>Under education, the AWP page 41 contains construction of classrooms at Karoza PS, Mitooma S/C. This is also contained in the Budget Conference Report of 2017/2018.</p> <p>District road Maintenance (URF)- District feeder roads; Ncwera-Bitereko-Kati rd(26km) on pg 40 of the Budget conference report 2017/18 and page 47 of AWP 2017/18 are rhyming.</p> <p>Construction of Kibazi GFS pg 39 of the Budget Conference Report 2017/18 and the same can be found on page 54 AWP 2017/18.</p>

		<ul style="list-style-type: none"> Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2. 	2	<p>The LG derives its capital investment from the Approved 5 year development plan eg, KibaziGFS pg 89 of the DDP 2015-2020, can be traced on pg 54 AWP2017/18</p> <p>Also District roads maintenance seen on pg 90 of the approved DDP 2015-2020, and AWP on pg 47</p>
		<ul style="list-style-type: none"> Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	1	<p>LG developed project profiles under 3 sectors: education, works and water 2017/18.</p> <p>Profiles were presented to TPC and discussed in a meeting held on 5th/ 12/2016 under Min: 96/TPC/2017/16.</p> <p>The profiles seen are elaborate and follow the format, they include work plan, M&E strategy) implementation plan, EIA, and mitigation plan e.g a profile of construction of VIP Latrine at Rugando Kitaka PS, pg. 122 AWP2017/18.</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>LG compiled a statistical abstract 2016/17FY, dated June 2017. Presented to TPC on 11/7/2017 FY under Min: 61/TPC/2017 FY It included disaggregated gender data: male and female, rural and urban population etc.</p>
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	2	<p>From the Annual Budget Performance Report, the infrastructure projects implemented by the LG were derived from the AWP and budget examples are captured below:</p> <p>Kibazi GFS pg 24 of the approved budget and the seen in the AWP pg 54</p> <p>Latrine construction at Kitaka in Kanyabwanga S/C</p> <p>Latrine construction in Mayanga in Mayanga S/C pg 42 AWP and the same appears on pg 17 of the approved budget</p>

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

4

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

For example :Completion of agro-vet laboratory at pg 40 it was about 100% (contract not fully paid) completed as per work plan

Under the same report, classroom construction at Karoza PS in Mitooma S/C, Ryengyerero PS in Rurehe S/C, Kashongorero PS in Kanyabwanga S/C were fully completed and commissioned (100%) completed as per work plan

Quarter 4 report for FY 2016/17, Water; piped water supply systems, Constructed for Rusozi GFS phase 3 and extension of Kiyanga GFS completed as per work plan (100%)

District roads: Periodically maintained 89kms as per work plan (planned 68m, actual 70m (100%))

5

The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY

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

2

District roads: Periodically maintained 89kms as per work plan (planned 68m, Actual 70m resulting in 1.5% increase.

Education:

Construction of VIP latrines and Urinals (start date 23/11/2016 end date 20/01/2017)

Budget 9,020,000

Action 9,018,952 99%

Water (spring Tank start date 1/12/2016 end date 10/01/2017)

Rushozi GFS (start date 29/9/2016 – 28//2/2017)

Rain Water Harvest Tank (Rwenkurizo Start 23/11/2016- 3/4/2017)

Budget 228,137,000

Actual 226,398,443 99.2%

Schools

Byengeru PS (start 8/12/2016- 8/4/2017)

Kashagura PS (start 8/12/2016-8/4/2017)

Kisizi PS (start 2/8/2016-9/11/2016)

Budget 185,701,000

Actual 181,312,024 97.6%

All the above projects were in minus of a maximu of 2.4%

		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	0	<p>Evidence for expenditure on O&M for infrastructure was as below;</p> <p>Maintenance Civil Budget 5.600,000. Actual 4.397, 825 i.e. 78% .</p> <p>District road Maintenance Budget 275,803,000 . Actual 228,621,450 i.e. 83% .</p> <p>Motor Vehicle Maintenance Budget 20,000,000. Actual 11,363,720 i.e. 57%.</p> <p>Machinery & Equipment Maintenance Budget 99,000,000 . Actual 70, 829,659 i.e 72%.</p> <p>Total budget 400,403,000. Actual Expenditure 315,212,654 i.e. 79% (below the minimum of 80%).</p>
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Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	<p>Only three HODs had complete appraisals inform of, performance agreements and performance reports (The District Community Development Officer, District Production Officer, and District Health Officer). The rest of the HODs had only performance agreements on file. The guidelines require a complete appraisal process to have both performance agreement and performance report.</p>
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• Evidence that the LG has filled all HoDs positions substantively: score 3

0

According to the staff establishment 2017/2018, there were 11 recommended positions for HODs. Only 4 were substantively filled

- The District Production and Marketing Officer appointed under Min No 05/2012 of the DSC(Letter dated 5th March 2012)

- The District Natural Resources Officer appointed under Min No. DSC/MIT/248/2016(1) of the DSC(letter dated 18th April 2016)

- The District Community Development Officer appointed under Min. 246/1/2016 of the DSC(Letter dated 18th April 2016)

- The District Health Officer appointed under Min No. 40/2012(1) of the DSC(Letter dated 7th June 2012)

The DCAO who heads Administration was appointed from the center. The file was not available for review.

6 heads of departments are still in acting capacities. There was evidence of planned recruitment of the District Commercial Officer, District Education Officer, and District Planner. A request was submitted to the Permanent Secretary Ministry of Public Service in a letter dated 30th October 2017 for clearance to recruit staff to fill in 105 vacancies.(file ref CR 156/1/2). The Ministry authorized only 5 positions in a letter dated 15th Dec 2017 and requested the District to use the available wage balance of 295,023, 257/= under District conditional grant to identify critical positions and submit to the Ministry for clearance.

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>No positions were declared to the DSC in the FY 2016/2017. There was no available wage for recruitment that FY. The Ministry of Finance issued a ban on additional recruitment of staff not provided for in the approved wage estimate for the FY 2016/17(Letter dated 6th May 2016). In addition, there was no fully constituted DSC at the beginning of the FY 2016/17. The term of DSC ended on Feb 2016 and a new commission was constituted and submitted to the Chairperson Public Services Commission in September 2017(Ref COU: 214/1) . Three (3) members of the DSC were approved in a letter dated 27th January 2017.</p>
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>41 staff were recommended by the CAO for confirmation in the FY 2016/2017(letter dated 18th May 2017). All the 41in addition to 42 from the previous financial year were confirmed as per the 36th meeting of the District Service Commission held from 21 to 23rd June 2017.</p>
		<ul style="list-style-type: none"> • Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>No cases were submitted to the DSC for disciplinary action in the FY 2016/17</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>A total of 12 staff were recruited in the FY 2016/17. 1 Biostatistician who was absorbed in June 2017 and 11 Agricultural Officers appointed during the 36th meeting of the District Service Commission held from 21 to 23rd June 2017.</p> <p>All the 12 staff accessed salary payroll in June 2017</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>16 staff were retired in the FYI 2016/2017 and a list submitted to Public Service Commission for consideration.</p> <p>A list of 8 was submitted on 24th Feb 2017, 5 on 11 April 2017 and 3 on 22nd May 2017. Only 5 from the first submission accessed the pension pay role in June 2017 and the rest have not</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 211,084,225 yet the previous year it was Shs 214,118,868, this was a reduction of Shs 3,034,643 which is equivalent to a 1.4% reduction. The Revenue reduced from the previous year.
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	2	<ul style="list-style-type: none"> The Budgeted Revised Revenue was Ugx 212,000,000 and the Actual collection as per Annual Financial statements was 211,084,255 which is a 99% performance. Also page 157 of the Auditor General Report dated 29th December 2017.

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 as per Annual Financial Statements was 211,084,255 i.e. 100% and 65% = 137,204,765 was retained by the Sub Counties and 35% = 73,879,489 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.”

• Annual financial statements shows Shs 46,000,000 was sharable and 35% of this was 16,100,000 which was remitted to the following Twelve LLG (Kabira 897,750, Bitereko 1,265,250, Kanyabwanga 1,162,875, Kashenshero 832,125, Katenga 1,191,750, Kiyanga 330,000, Mayanga 430,000, Mitooma 1,260,000, Mutara 2,070,600, Rurere 721,000, Kashenshero 2,311,250 Tc and Mitooma Tc 3,545,000)

		<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 2015/16 as per Financial statements was Ugx Shs 214,118,868 and 20% is equivalent to 42,823,773.</p> <p>The Statutory Expenses of Shs 385,177,584 is inclusive of :</p> <p>Grants – Contracts 13,252,650</p> <p>Grants – District Service 25,060,600</p> <p>Grants – Land board 6,743,000</p> <p>Grants – PAC 12,188,500</p> <p>Grants – EX Gratia 132,960,000</p> <p>Grants – Salaries 135,257,684</p> <p>Un Conditional Grants – 22,715,150</p> <p>Total 348,177,584</p> <p>Local Revenue(Expense) 37,000,000</p> <p>Total Statutory Expense 385,177,584</p> <p>Therefore $37,000,000/214,118,868 = 17.2\%$</p> <p>The Local government used 17.2% which is less than 20% amounting to 42,216,851.</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 	0	<ul style="list-style-type: none"> Senior Procurement Officer (SPO) was substantially filled as shown in the appointment letter dated 6th April 2011. However, Mitooma DLG did not have a Procurement Officer (PO) in FY 2016/17 (i.e. 1st July 2016- 30th June 2017) and up to the time the LGPA was done on 15th-16th January 2018. The Procurement Officer handed over duties and office equipment as indicated in a letter dated 22nd April 2016 signed by the PO and addressed to the SPO. The Procurement Officer was paid basic salary up to 30th April 2016 as shown in the Last Pay Certificate dated 25th April 2016 signed by the CAO.
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<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>There was evidence that TEC produced and submitted reports to the Contracts Committee (CC) in FY 2016/17. A total of 36 TEC reports (9 for Works projects) were submitted to the CC. For example;</p> <ul style="list-style-type: none"> Renovation of Health Staff House at Kanyabwanga S/C Headquarters (<i>Proc Ref No: MITO 601/WRKS/16-17/00001-Lot 6</i>) dated 28th April 2017. Extension of Kiyanga Gravity Flow Scheme (<i>Proc Ref No: MITO 601/WRKS/16-17/00002-Lot 3</i>) dated 1st November 2016 signed by the Chairperson and 2 members of TEC. Construction of 2 Classroom Blocks at Ryengerero P/S & Kanshongorero P/S (<i>Proc Ref No: MITO 601/WRKS/16-17/00001-Lot 2</i>) dated 1st November 2017.
<ul style="list-style-type: none"> Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>There was evidence, in the procurement files and minutes of the Contracts Committee (CC), indicating that the Contracts Committee considered recommendations from TEC. For example,</p> <ul style="list-style-type: none"> MIN 109/CC/2016/17 dated 28th April 2017 indicated approval of recommendations from TEC and awarded the contract to ALEPEN (U) Ltd for the renovation of Health Staff House at Kanyabwanga S/C Headquarters at a cost of UGX 18,798,344. Min 049/CC/2016/17: The CC approved the recommendation of TEC to award the contract to MS. Zelph Construction Company Ltd to construct an Extension of Kiyanga Gravity Flow Scheme (GFS) in Kiyanga S/C at a cost of UGX 44,141,145 inclusive of VAT. Minute dated 2nd November 2016 signed by chairperson and 2 members of CC was seen on file. The CC approved TEC recommendation on 2nd November 2016 under Min 045/CC/2016/17 and awarded the tender to CREAM General & Technical Services Ltd to construct a 2 classroom block at Ryengerero P/S and Kashongorero P/S.

<p>13</p>	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	<p>2</p>	<ul style="list-style-type: none"> • The Procurement and Disposal Plan (PDP) for the current FY 2017/18, which was approved by council on 23rd March 2017 under Council Minute MIT/COU/13/2017, covered all infrastructure projects in the approved AWP and Budget for FY 2017/18. A sample of 5 investments listed below from the current PDP were also included in the approved AWP & budget for current FY 2017/18. The projects are: <ul style="list-style-type: none"> • Serial Number (S/N 1): Construction of 2 classroom block each at Nyakaita P/S in Katenga S/C and Karoza P/S in Mitooma S/C was also indicated in the AWP. • S/N 2: Construction of VIP Latrines of 3-Stances each at Primary Schools in Ruhehe S/C, Kitara P/S in Kanyabwanga S/C, Mayanga P/S in Mayanga S/C, Rwagashani P/S in Katenga S/C, and Nyakizinga P/S in Mutara S/C was also included in the AWP/B. • S/N 029: Grading of 210 km of District Roads was in PDP was also in the approved AWP. • S/N 32: Construction of Kibazi GFS Phase I in MUtara S/C was in the PDP. In the AWP, it is under the output on Construction of piped water supply system. • Mitooma DLG made procurements in FY 2016/17 as per the PDP for FY 2016/17. For example, all the 5 sampled projects below were procured according to the PDP. <ul style="list-style-type: none"> i. Construction of 2 classroom blocks each at Ryengyerero P/S and Kanshongorero P/S. ii. Construction of Health Staff House at Kanyabwanga S/C H/Qs. Construction of Kiyanga GFS. Design & Documentation of GFS at Kibazi & Rwebitunda. Supply of Gravel at Kashenshero Town Council.
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14

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure

• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2

0

• Out of a total of 36 project indicated in the PDP for current FY 2017/18, only 19 projects did not require bid documents because they are procured under the Force Account and implemented by district staff (i.e. 14 roads and 3 micro-projects) using DLG road equipment. The SPO prepared only 14 bid documents out of the 19 projects which required bid documents. Hence 73.8% marks obtained.

• ALL the 14 bid documents for infrastructure projects were prepared in October 2017 within the current FY 2017/18 which was past the deadline of 30th August 2017. For example, the latest bid for Rehabilitation of Kanyabwanga & Kigyende GFS was prepared in October 2017.

• According to the PDU, the deadline for preparation of Bid documents is not officially pre-set by the Mitooma DLG. The PDU starts writing bids only when the user departments submit the LGPP Form (1) requesting to start the procurement process. But for the bids for the Framework Contracts & Revenue Collection (i.e. Supplies), the PDU starts preparing bid documents in May of the previous FY e.g in May 2017 in FY 2016/17 and were ready/completed by 1st July 2017. It is not a requirement but it's a good practice because revenue must be collected and revenue collection starts 1st July 2017. In addition, supplies must also be procured e.g stationery to the district.

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

2

• Contracts Register for FY 2016/17 was updated up to 10th July 2017 with completed activity procurement files for FY 2016/17 in place. All the 5 projects sampled by the LGPA /Assessor were seen in the Contracts Register. Their corresponding Serial Numbers in the Contract Register are indicated below.

i. S/N 102: Renovation of Health Staff House at Kanyabwanga S/C Headquarters.

ii. S/N 083: Construct an Extension of Kiyanga GFS in Kiyanga S/C.

iii. S/N: 081: Construct a 2 classroom block at Ryengyerero P/S and Kashongorero P/ S.

iv. S/N 098: Design & Documentation of GFS at Rwebitunda & Kibazi

v. S/N 084: Supply of Gravel to Kashenshero Town Council (MITO 601/Supplies/16-17/00008).

• In addition, the Contract register indicated the following: Serial numbers, Procurement Reference number, Subject of procurement, Provider/Contractor, Method of procurement, Date of contract award, Actual contract amount/value, estimated value, and project status.

		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<ul style="list-style-type: none"> There was evidence that Mitooma DLG adhered to procurement thresholds as shown in the Contracts Register and Procurement files. For example, the value of all projects and the procurement methods used were within the thresholds recommended by PPDA. A sample of 5 infrastructure projects below was considered : <ul style="list-style-type: none"> The estimated value for the Construction of 2 classroom blocks was estimated at UGX 113,056,036 and open domestic bidding was applied. Construction of Kiyanga GFS was estimated at UGX 41,821,147 in the PDP. Selective bidding methods was used in line with the threshold requirements by LG PPDA regulations 2006. Construction of Health staff house at Kanyabwanga HCIII was estimated at UGX 19,860,800 and selective bidding was used. Design & Documentation of GFS at Rwebitunda & Kibazi (MITO 601/SRVCs/16-17/00006/Lot 1) was estimated at UGX 17,800,000 in the PDP. Selective bidding was used in line with the threshold requirement. Supply of Gravel to Kashenshero Town Council (MITO 601/Supplies/16-17/00008) estimated at UGX 28,000,000 whereby Selective bidding was used.
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	2	<p>All works projects implemented in FY 2016/17 were appropriately certified – interim and completion certificates for all projects based on technical supervision. Completion certificates were signed by the District Engineer and CAO. The certificates were attached to payment requests submitted to Finance Department as indicated in the Vouchers, progress report, and requisition by the contractor, and BoQs that were attached. For example projects included: (i) Extension of GFS at Kiyanga GFS; (ii) Construction of 2 classroom block at Ryengyerero P/S.; (iii) Construction of 2 classroom block at Kashongorero P/S.</p>

		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	Works projects for FY 2017/18 were labelled (Site Boards) indicating the name of the project, the contractor; source of funding but no 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	All the 13 Bank Accounts in Stanbic and 4 in Centenary Bank (Total 17 Bank Accounts) were reconciled up to December 2017 and the Monthly Statements were signed by the CFO and CAO. The statements are in the Monthly reports and cash books.
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 Payment register (Ex6 as per AC Manual) for 2016/17, from payment Samples, Works had 6 payments for water Gravity Schemes & springs, worth 118,076,429, Education sector had 10 payments for classroom construction & class furniture purchase worth 154,490,263 & Production had 3 payments for Construction of Agro-Vet Laboratory worth 54,988,783. All these payments were made within a week on requisition.
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 Senior Internal Auditor. He was appointed on 5th March 2002 and is Permanent and Pensionable. He was appointed by Bushenyi District Service under (Min 58/97) and transferred to Mitooma. This happened before Bushenyi District was split. All the Quarterly Audit reports for FY 2016/17 were prepared and submitted to the Speaker.

		<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. 	0	No evidence provided on status of implementation of Internal Audit findings for the previous Financial Year.
		<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 Speaker vide letter dated 28th October 2016, 31st January 2017, 27th April 2017 and 28th July 2017 for first, second, third & fourth Quarters respectively.</p> <p>PAC is reviewing 3rd Quarter 2015/16 and 1st Quarter 2016/17. Members of PAC were appointed on 10th May 2017 and started work during the last financial year.</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 available and it was up to date. Assets acquired during this FY 2017/18 have been posted and the Register is kept in the Authorised format of the Accounting Manual AC 33(a) - General, AC33 (b) - Vehicle and Plant: 20th November 2017, New Motor Grader Reg No UG2063W and Wheel Loader Reg No UG2088W were acquired. AC 33(c)- Land and Buildings
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	4	<ul style="list-style-type: none"> Unqualified Opinion for the FY 2016/17. As per Auditor General Report dated 29/12/2017.
Assessment area: Governance, oversight, transparency and accountability				

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Council is functional and discusses service delivery issues; for example: Council meeting held on May 26th 2017, Minute ; MIT/COU:24/2017: discussion of Q3 performance report; also council sitting of 29th/3/2017 under MIT/COU:08/2017 presentation and discussion of sector reports of works and roads,, finance, education &sports, health, production& natural resources.</p> <p>Further information is contained in the minutes of Council meeting held on 29th/3/2017</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<p>• Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</p>	0	<p>No evidence was seen, the CAO handles issues and complaints from citizens. The response to feedback is not documented and is uncoordinated.</p>
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p> <p>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1</p>	2	<p>At the LG public notice board, published information include: pay roll and pensioner payment schedule July 2017, payment made in December 2017 and 9th January 2017.</p> <p>The LG procurement plan and awarded contracts and amounts are published on the noticeboard eg, supply of Tea Seedlings under framework contracts 2017/18;</p> <p>Twine Frank, quantity 12928, rate shs 450, amount shs. 5,840,100</p> <p>Amos Rutarama; quantity 12928, rate 440 at shs. 5,840,560</p> <p>Musonia Investments Ltd; quantity 12928, rate shs.450 at shs. 5,840,100</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	NA" The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17".
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	There was evidence that the District communicated and explained guidelines, circulars and policies issued by the national level to LLGs : parish chife additional rols to OWC programme, Planning and budgeting guides, Nutrition guidelines as seen in the planning & CAO's office signed for by recipients from LLGs.
		<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. 	0	No evidence seen that district during the previous FY conducted discussions (e.g. fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation

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> <p>i. The Head of CBS is also a member of TPC purposely to guide TPC on ensuring that gender activities are included in the procurement process.</p> <p>ii. In FY 2016/17, CBS conducted a Capacity building on mainstreaming crosscutting issues in development planning and budgeting. The SEO/HIV Focal Persons presented on Gender, HIV/AIDS in Planning and Budgeting to the Workshop of Sub County Chiefs/Town Clerks, CDOs, In-charges of HCIIIs, Sub County Chairpersons, District Executive Committee (DEC) members, Sector Heads, and Sub Sectors Heads of 28th June 2016 (Report was in place).</p>
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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

iii. CBS supported the Water department by having a CDO attached to the water department to ensure gender mainstreaming in the activities of the water department, for example,

- In FY 2016/17 15 Water User Committees (WUCs) were formed on the new water sources constructed at Kyakahanba, Kamabare, Nyaruzinga, Rwebire, Bweyo, Omukibare. Also for Tapstands for Ruasozi GFS and extension of Kiyanga GFS by end of 3rd quarter as shown in AWP 2016/17.

- Formation and training of water user committees (WUCs) of which at least 2 members must be females on the WUC. For example, in FY 2017/18 CBS planned to support the water sector in formation and training of 16 WUCs in the Sub Counties of Mitooma, Bitereko, Kanyabwanga, Kabira, Mutara, Rurehe and Mayanga

iv. CBS supported the Works Department by using its Sub County CDOs to mobilize communities, formation and training of Infrastructure Management Committees (IMCs) for CAIP-3 roads (Batch A, B, & C) on their roles and responsibilities in the CAIP-3 sub counties.

v. CBS participated in launching the integrated approach to implementing the National Integrated Early Childhood Development Policy (MoGLSD 2006) in which all sector departments e.g Health, Education, Water and CBS participated in the dissemination workshop. It is upon this framework that CBS has strengthened the process of mainstreaming gender in sector and sub sector planning as per the above National Integrated Early Childhood Development Policy 2016.

vi. In addition, CBS is also directly involved in mobilization of youths and communities to benefit from the Youth Livelihood program (YLP) and Uganda Women Entrepreneurship Program (UWEP), etc. Progress reports were in place and presented to TPC.

(vii) CBS department presented monthly departmental reports to TPC in a meeting a held on 17th November 2016, A report was on file.

		<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 District Development Plan. Minutes from TPC also indicated inclusion of gender activities in the monthly progress reports presented by the CBS department.</p> <p>However, out of the total UGX 496,792,000 cumulative expenditure on gender activities excluding wage in FY 2016/17, only UGX 352,223,000 was spent on gender activities) as per the final approved AWP & budget for FY 2016/17 representing 71 percent (inclusive of non-wage & domestic development) for CBS department. Therefore, less than 90% of the previous year's budget for gender activities was implemented.</p>
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	2	<p>In FY 2016/17, the Mitooma DLG did not have a big value project (i.e. worthy UGX 500,000,000 and above) that required environment screening. The Small projects do not require environment screening.</p> <p>However, In current FY 2017/18, Mitooma has a project (i.e Construction of Schools) worthy 3 billion which required screening for environment and NEMA already did the screening. Report is available in the PDU.</p> <p>However, Mitooma LG developed mitigation measures which were included in the BoQs and budgeted for. Specifying, for example, the Control of erosion, Back filling of borrow pits, and Planting grass/trees. Etc.</p>

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

1

Mitooma District LG integrated environmental and social management plans in the contract bid documents and BoQs. For example:

In FY 2016/17 Construction of 6 spring tanks in Kiyanga S/C (Proc Ref No: MITO 601/WRKS/16-17/00002/Lot 1) indicated that the contractor should provide for planting grass or trees as shall be directed by the supervisor in order to reduce effects runoffs. Once site of spring tank was estimated at UGX 30,000. The contractor was also required to provide a fence around the source area and tanks using both dead and live fencing materials at UGX110,000 as shown in the BoQs for construction of spring tank at Mutara S/C in FY 2016/17 (*Proc Ref No: MITO 601/WRKS/16-17*).

Element 5 on environment Restoration in the BoQs for renovation of staff house at Kanyabwanga S/C indicated that the contractor must provide for: (i) Levelling and re-vegetation of site after completion of structure; (ii) Proper disposal of construction debris; (iii) Construction of a drainage channel along the veranda of the building with well finished concrete. Estimated at UGX 86,000 only.

		<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>A sample of project selected from the PDU indicated that though land belonged to government, there was no proof of ownership in form of a Land title for the land on which Mitooma district implemented the infrastructure projects.</p> <p>For example, (i) Construction of the 2 Classroom Block for the two P/S (ii) Construction of the Health staff House at Kanyabwanga S/C Headquarters.</p> <p>Sampled projects e.g Health Staff House at Kanyabwanga S/C, Construction of 2 classroom block in FY 2017 was on Government land but not titled.</p> <p>For Gravity Flow Scheme (GFS) in Katenga S/C, the community entered into agreement with the land owner. There exists a land agreement dated 29th August 2017 and signed by the Chairperson LC1 (Rushozi 1 village), Chairperson LC3 and Sub County Chief.</p> <p>Land titles for Government land in Mitooma is still a big gap that need to be addressed. There is inadequate funding to finance the exercise given that funding for titling government land comes from local revenue which is inadequate.</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>Though Environment issues were integrated in the Bid Documents and BoQs, the Environment officer did not sign on the completion certificates. There is no provision for the Environment Officer to sign on the interim or completion certificates which were used to approve payment of contractors. This is a gap that Mitooma district should address. The Works department should consult with the Environment & Natural Resource department to ensure that completion certificate have a provision for the Environment Officer(EO) to sign. Alternatively, the EO should be adequately facilitated to write a separate certification form indicating that the environment and social mitigation measures which were included in the BoQs were fully, partially or not addressed, whichever applies by the contractor.</p>



LGPA 2017/18

Educational Performance Measures

Mitooma District

(Vote Code: 601)

Score 65/100 (65%)

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>According to Performance Contract Ref CR/213/2, of June 2017 and the CAO's acceptance letter CR156/7/2, the District budgeted for a head teacher and a minimum of 7 teachers per school as per the staff lists and list of schools for 2017/18 in the Annexes</p> <p>From Staff lists and monthly returns up to December 2017 the LG has deployed 1 Head teacher and a minimum of 7 teachers as per guidelines. They have been signed by teachers and Head-teachers. Staff lists of sampled schools Rwanyamunyonyi in Kashenshero subcounty submitted on 5/12/2017 and Kateera P.S in Karyabwanga submitted on 13/12/2017 confirm the deployment as per guidelines. In the sampled schools visited, Mitoma Central (urban) with 403 pupils has 1 Head teacher and 14 teachers deployed, Bitooma P.S (rural) with 607 pupils has 1 Head teacher and 13 teachers deployed.</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 within the wage bill provision.</p> <p>The approved structure in the LG Performance Contract indicates 1,077 teachers. Filled posts are 1,059, while Missing teachers are 18.</p> <p>This is a 98% filling of the structure with a wage bill.</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	0	<p>The approved structure provides for 3 inspectors. Only 1 post is filled. Letter dated 12/7/2017 on subject – Submission of gaps in education for recruitment and replacement for FY 2017/18 indicates a shortage of 2 inspectors. 1 Inspector retired and has not been replaced while another has not been recruited due to lack of the wage bill</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p> <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>A total of 35 Assistant teachers (U7) and 135 Senior Education Assistants (U6) have been included in recruitment plan submitted to HRM. Letter dated 12/7/2017 to this effect captioned Submission of gaps in education for recruitment and replacement purposes for FY 2017/18 covering Primary teachers (170 of them) is available.</p> <p>Letter dated 12/7/2017 – Submission of gaps in education for recruitment and replacement purposes for FY 2017/18 seen covering 2 inspectors is available</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> <p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	3	<p>The LG had only 1 Inspector of schools. The appraisal was completed and signed by CAO on July 13, 2017</p> <p>The LG had a total of 105 primary school head teachers in the FY 2016/2017. A sample of 10 head teachers was taken(10%). Only 2 had performance agreements and reports on file and 1 had a performance report.</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>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	0	<p>Guidelines, policies, circulars issued by the national level in the previous FY included the school feeding circular 14/2016 dated 31/10/2016, Primary Teacher's recruitment exercise for FY 2016/17, Comprehensive Data Collection Exercise dated 10/3/2017, Closure of schools circular were not communicated. A letter was written by the DEO on closure of schools dated 29/6/2017. No circular was seen at Mitooma Central, one of the schools visited. Bitooma P.S only had the school feeding policy and the Teacher Support Supervision guidelines.</p>
		<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	0	<p>It was reported that meetings are held with teachers at the beginning of every term. Attendance list for head teachers on dissemination of some of these guidelines dated 28/7/2017 was availed to confirm such meetings with 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"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	10	<p>Almost all public and private schools were visited during FY 2016/17. Quality Education Enhancement School Inspection and Monitoring Report for Q3 & Q4 dated 30/5/2015 and 20/7/2017 submitted to DES were reviewed and confirm most primary schools have been inspected at least once per term.</p> <p>Inventory of schools inspected seen as an Annex to the above reports confirms that at least one inspection per term has been made.</p> <p>Mitooma Central was inspected on 15/6/2017. Supervision / inspection files available at school. The visitors book also provided evidence of one additional inspection.</p> <p>At Mitooma Junior P.S there was evidence in the visitors book that Inspector Jane Tushabe visited on 12/4/2017 and 2/11/2017. There was no inspection in term II</p> <p>At Bitooma P.S, the DIS visited the school on 21/3/2017 and 6/7/2017 while the DEO visited the school on 21/4/2017.</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 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 	4	<p>Staff meeting held 29/4/2017 Minute 15/2017 discussed inspection findings, good practices, and recommendations</p>
			2	<p>Acknowledgement letters by DES dated 30/5/2017 and 20/7/2017 for Q3 and Q4 availed (with accompanying accountability and workplan for 2017/18)</p> <p>DES Matrix for submissions confirms receipt of 2017/18 Q1-Q4 Workplans as well.</p>

		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	<p>Bitooma P.S was inspected 4 times in 2017 on 21/3/2017, 10/4/2017, 21/4,2017, and 26/7/2017. Three issues were advised by DIS/DEO(namely renovation of leaking classroom block, sensitisation on pupil absenteeism, and clearing of the banana plantation) and have all been implemented.</p> <p>According to supervision / inspection file on 15/6/2017 the Inspector followed up on Literacy Achievement and Retention Activity (LARA) as well as Numeracy Achievements in the school at Mitoma Central P.S.</p>
9	The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES	<ul style="list-style-type: none"> 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	There is no evidence that the LG has submitted accurate/consistent data on schools. There is inconsistency with EMIS total schools at 171 and district data showing total of 180 schools (105 public and 75 private).
	Maximum 10 for this performance measure	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	There is no evidence that the LG has submitted accurate/consistent data on enrolment. EMIS data shows a total of 55,357 (26,986M 28,371F) while LG data shows a total enrolment of 41,805.
Assessment area: Governance, oversight, transparency and accountability				
10	The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council	<ul style="list-style-type: none"> 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	Council met on 17/3/2017 and resolved that government land be surveyed and titled wherever schools were located. The DEO also expounded on the criteria for transfer of teachers
	Maximum 4 for this performance measure	<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	In a meeting held on 29/8/2017 the sector sought approval of implementation of annual work plan for 2017/18 under minute MIT/COU 09/2017

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)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0 	3	<p>Primary schools in LG have functional SMCs. 85% Head teachers have submitted reports of SMCs to DEO. From schools visited. Minute book and visitors book records confirm SMC meetings being held e.g SMC meetings were held on 6/10/2016 and 30/6/2017 by Mitooma Central)</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>Schools receiving non-wage grant were publicised on notice boards – Education Department and LCV Chairpersons office</p> <p>Also non-wage recurrent grants displayed in Bitooma P.S in both inside and outside Head teachers office</p> <p>In Mitooma Central, the non-wage recurrent grant was posted outside the Head teachers office. It showed the 1st tern UPE Accountability non wage recurrent grant as Shs 1,840,000</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 Department submitted Procurement request as per requisition dated 15/8/2016 for construction of classrooms with all technical requirements to PDU for 2 primary schools Rwengyerero and Kashongorero Primary schools on time.</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 Payment Samples, Contracts, payment requests, certificates and requisitions for the following (10) payments of Classroom Construction and Class furniture purchases worth Ugx 154,490,263. The payments were made to Vendors on time and in a period not exceeding a week.
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	4	<p>Annual performance report was submitted on 13/7/2017</p>
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16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	2	<ul style="list-style-type: none"> • The Sector had 6 queries' during the financial year and they were all responded too and the status of implementation was availed in a letter dated : 30/10/2016 and 24/8/2017
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Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	0	<p>The department has not disseminated and promoted gender guidelines. The guidelines could not even be traced in the gender focal person's office</p>
	<p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	0	<p>The LG Education department has not issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools</p>
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>Submissions of SMC Proposals to DEO reviewed and selected schools visited show that the requirement of at least 2 females from the six foundation body members meet this requirement e.g at Mitooma Central Mrs Jolly Tumuhairwe and Mrs Jenepher Byaruhanga are on the SMC</p> <p>In next visited school Bitooma, meetings are held at the beginning and end of every term. The following females are on the SMC thereby meeting the guidelines of gender on SMC;</p> <p>Mrs Pauline Baryaho</p> <p>Mrs Dinah Kananura</p> <p>Mrs Olivia Kembabazi</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>4-page Guidelines entitled “Environmental Education Projects in Schools and communities” seen as evidence of Environment department issuing guidelines on environmental management in a meeting held to disseminate the guidelines. At this meeting, the Inspection Tool on environment issues was also given out. DEO attended meeting</p>
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LGPA 2017/18

Health Performance Measures

Mitooma District

(Vote Code: 601)

Score 56/100 (56%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	3	<ul style="list-style-type: none"> • The PHC structure has a total of 234 staff • Total wage bill for PHC in the current FY is 1,085,741,000/= • Of the 234 positions, only 166 are filled • This gives a filled percentage of 70.9% • Total wage bill for the filled positions is 1,085,741,000/= • The health department submitted a recruitment request to increase in the number of staff as well as the corresponding wage bill as discussed in the next measure.
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"> • The plan was approved by the District council on 29th March 2017 under minute MT/COU/11/2017 • Recruitment plan with reference number CR 115/2 dated 10th May 2017 was sent to the permanent secretary. • In this plan six vacant positions in the health sector were listed namely Assistant DHO, Senior Health Educator, Bio statistician, Assistant inventory manager, porter and health Assistant

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>No performance agreements and reports for the health facility in charges on file for the FY 2016/2017.</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	<ul style="list-style-type: none"> • The staff list from DHO office was compared with staff lists at the sampled health centres. Below is the analysis • Kashenshero HCIII includes an ART site hence has 6 extra staff • It also includes an Askari (guard) who is however based at the District offices hence does not serve the Health centre • Generally each of the sampled health units has an average of 13 staff <p>Health Unit</p> <p>1 Mitooma HCIV DHO - 44 HF - 36 Dif - 8</p> <p>2 Kashenshero HCIII DHO - 18 HF - 18 Dif - 0</p> <p>3 Kanyabwanga HCIII DHO - 13 HF - 12 Dif -1</p> <p>4 Kabira HCIII DHO - 14 HF - 15 Dif +1</p> <p>5 Mutara HCIII DHO - 13 HF - 13 Dif - 0</p>
Assessment area: Monitoring and Supervision				
5	<p>The DHO has effectively communicated and explained guidelines,</p>			<ul style="list-style-type: none"> • A core set of circulars/policies/guidelines could not be secured from the central government prior to field

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

work

- For this review, the DHO presented a number of circulars;

- “Strategies to improve health worker attendance in the LG” dated 23rd June 2017 under reference ADM/168/01. The DHO wrote to all health facility in charges on 11th August 2017 and asked them to submit staff attendance reports by the 5th of every month. This instruction in in a letter reference MED/213/2. This was found at Kashenshero HCIII as well

- “Verification of non-gazetted professionals” from the Allied Health Council under reference AHPC/01 dated 25th April 2017 was received by DHO on 28th April 2017. It was communicated to HCs on 2nd May 2017 with a directive for 9 staff to comply with the validation by 22nd May 2017 or otherwise have their salaries withheld.

- The above circulars were also pinned on inner office noticeboards of the DHO office

The below circulars were received as hard copies from the DHOs file;

- Summary of presidential fast track initiative to end AIDS in Uganda dated 20th June 2017. This was found at Kashenshero HCIII as well.

- Guidelines for gender mainstreaming PMD 80/80/01 received in 15th January 2018

- Preparation for child days dated 5th October 2016 under reference MED 302/1

Generally there was limited similarity between the policies/guidelines/circulars shared by the DHO and those that were at the sampled facilities. The tracking system of

			these between the DHO and the facilities could not allow a direct comparison.
		<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 	<p>3</p> <ul style="list-style-type: none"> • On 10th January 2018 during the quarter 2 meeting with in charges, a circular on immunization performance was discussed by Nakeya Stella • In the same meeting the new HIV guidelines were discussed by Kato Andrew • On 4th October 2017 during the quarter one meeting under minute 23/2017 a circular on routine immunization and the submission of sector work plans were discussed.
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	<p>3</p> <ul style="list-style-type: none"> • Mitooma has one HCIV and no district hospital • At the time of assessment, for the financial year 2017/2018, Quarter 1 supervision report was complete while Quarter 2 had just ended hence report was still under production. • From Quarter 1 report that was prepared on 2nd October 2017, Mitooma HCIV, 6 HCIII, 8 HC11 were supervised. This is a total of 15 government health facilities (that is all the number) • In the same report, 7 Private Not For Profit (PNFP) health facilities were supervised. These included 2 HCIII and 5 HCII

		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	<p>3</p> <p>Below are the reports which were obtained from the DHOs file for the financial year 2016/2017. All reports included all the health units listed</p> <p>Period Report Date</p> <p>Q1 Jul – Sept 2016 17th Nov 2016</p> <p>Q2 Oct – Dec 2016 3rd January 2017</p> <p>Q3 Jan – Mar 2017 2nd May 2017</p> <p>Q4 Apr – Jun 2017 3rd July 2017</p>
7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	<p>6</p> <p>• Mitooma is one HSD hence the DHT supervision reported under indicator 6 is the same as the HSD supervision. Having separate supervision visits would be a duplication of activities.</p> <p>Below are the reports which were obtained from the DHOs file for the financial year 2016/2017. All reports included all the health units listed</p> <p>Period Report Date</p> <p>Q1 Jul – Sept 2016 17th Nov 2016</p> <p>Q2 Oct – Dec 2016 3rd January 2017</p> <p>Q3 Jan – Mar 2017 2nd May 2017</p> <p>Q4 Apr – Jun 2017 3rd July 2017</p>

8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4 <ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	0	<ul style="list-style-type: none"> • From the minutes of the quarterly meetings and DHT meetings, there was very limited correlation between the findings of the supervision visits and the actions from the meetings <ul style="list-style-type: none"> • The in charges reported that feedback is given verbally on spot during the supervision visit and no further documentation is done • It was therefore difficult to ascertain which actions and recommendations have been concluded by which responsible party <p>A support supervision tracking book was reviewed at Kanyabwanga HCIII but the entries did not match the period and teams listed in the supervision reports at the DHO office</p>
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	<p>HMIS system has a total of 28 health facilities</p> <p>OBT has a total of 19 facilities</p> <p>The two systems are inconsistent</p>
Assessment area: Governance, oversight, transparency and accountability				

10

The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

• Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2

2

On 29th March 2017 under minute MIT/COU/09/2017 the council approved the overall district work plan which included the health sector implementation plan

On 17th March 2017, under MIN 6/2017 DHO reported health workers capacity development in a workshop form. He also reported on capital project missing under health. he reported on PHC development fund that was taken back by central government. The committee also discussed activities to be done under health which included paying salaries, providing support supervision, implementing immunization, treating patients etc

Under MIN 7/2017 there was discussion and approval of supplementary budget for health sector

• Evidence that the health sector committee has presented issues that require approval to Council: score 2

2

Under MIN 7/2017 there was discussion and approval of supplementary budget for health sector.

29th March 2017 under MIT/COU-08/2017 presentation and discussion of sector reports (Health)

11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 5 • If 80-99% : score 3 • If 70-79%: : score 1 • If less than 70%: score 0 	5	<ul style="list-style-type: none"> • The following health facilities were sampled and had functional HUMCS as per the number of meetings held • Mitooma HCIV - 4 meetings • Kashenshero HCIII - 4 meetings • Kanyabwanga HCIII - 4 meetings • Kabira HCIII - 4 meetings • Mutara HCIII - 2 meetings
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"> • The allocations for Q2 (current year) financial year 2017/2018 were displayed on a wall outside the DHO office • Previous quarter notices are discarded but the complete original documents are with planning unit. • Similar PHC grant notices were found at the notice boards of the 5 sampled health facilities

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>	<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"> • A health department procurement plan was approved by council 29th March 2017 under minute MIT/COU/13/2017
	<p>Maximum 4 for this performance measure</p>	<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<ul style="list-style-type: none"> • A procurement plan submission letter under reference CR 105/2 dated 7th August 2017 was received by PPDA on 9th August 2017

14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	8	<ul style="list-style-type: none"> • The HCIV directly deals with NMS through an online system • Interviews with the sampled health facility in charges revealed that they submit their NMS requests to the DHO office for coordination and forward management • All the health facilities had evidence of receiving their requested supplies from NMS by the NMS delivery notes
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<ul style="list-style-type: none"> • Only two payments were made to suppliers namely Computer Supplies worth 796,000 and Printing & Stationery worth 1,593,200 in this sector and they were made on time.
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 health submits soft copies to the district planner. then planner consolidates and submits to MoFPED on 28th July 2017</p> <p>There was no evidence of the health department submitting to the planner.</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 three queries and they have been responded to and the status of implementation of recommendations was availed on letters dated 12/5/2017 and 24/8/2017
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Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<ul style="list-style-type: none"> • Mitooma HCIV: 5 female, 7 male • Kashenshero HCIII: 4 female, 7 male • Kanyabwanga HCIII: 5 female, 5 male • Kabira HCIII: 5 female, 6 male • Mutara HCIII: 4 female, 5 male
		<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"> • Mitooma HCIV: with guidelines and toilets labelled • Kashenshero HCIII: no guidelines, toilets not labelled • Kanyabwanga HCIII: no guidelines, toilets not labelled • Kabira HCIII: guidelines, toilets labelled • Mutara HCIII: guidelines, toilets labelled

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. 	<p>0</p> <p>A policy by Ministry of Health titled “Approaches to Health Care Waste Management; A Health workers guide” Second edition, 2013 was found at Mitooma HCIV and at Kashenshero HCIII. The rest of the sampled facilities did not have the policy, that is, Kanyabwanga, Kabira and Mutara.</p>
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LGPA 2017/18

Water & Environment Performance Measures

Mitooma District

(Vote Code: 601)

Score 52/100 (52%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	0	<ul style="list-style-type: none"> Mitooma District Local Government had an average safe water coverage of 64.5% The Sub-Counties that had coverage below district average were: <ul style="list-style-type: none"> Bitereko Sub-county -59.5% Kabira Sub-county -42% Kiyanja Sub-county -37% During allocations for Financial Year 2017/2018 Kabira Sub-County with safe water coverage of 42.0% was not included in sub-counties to be targeted among the six planned water activities/projects for water projects yet it includes sub-counties above district average.
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	0	<ul style="list-style-type: none"> In Financial Year 2016/2017, six (6) water Investment Projects were implemented in the Sub-counties of; Mutara, Bitereko, Katenga and Kanyabwaya. Well as, some like Katenga, were above district average (67.6%) and others got more than one water project, Kabira Sub-county which is clearly below district average (42%) did not get any implemented water project in financial year 2016/2017.
Assessment area: Monitoring and Supervision				

<p>3</p>	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	<p>15</p> <ul style="list-style-type: none"> • In Financial Year 2017/2018, the Local Government had six investment projects in the sector. According to evidence the following Project Monitoring reports were filled. • Report on Monitoring of the completed water facilities dated 26th June 2016. • Monitoring & Supervision report on the progress of construction of Katangata GFS Phase I and II dated 28th September 2016. • Report on the progress of construction of Rushozi GFS Phase III dated 7th December 2017. • Monitoring and Supervision report on the progress of construction of Rain Water Harvesting Tank by BE-CAMEL (U) Ltd dated 19 December 2016. • Monitoring and Supervision report on the Extra works on the Extension of Kiyanga Gravity Flow Scheme dated 2nd February 2017. • Joint monitoring report on on re-activation of Kihiki GFS in Kashesero Sub-County dated 14 February 2017. • Out of the 6 projects implemented in Financial Year 2017/2018, all projects have clear Monitoring and Supervision reports by the DWO submitted to the Chief Administrative Officer.
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4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	10	<p>Mitooma District Local Water Department had consistent list of water facilities in the OBT and Submission Form 4 2017/2018, all the water projects planned in FY 2017/2018 are clearly in the sector MIS and consistent with data in the Output Budgeting Tool. (OBT) Lists of water facilities in these documents include Kabare spring tank in Bitereko sub-county, Kyemengo spring tank in Kiyanga sub-county, Kyakahamba protected spring tank in Mutala sub-county, Kibazi GFS in Mutala sub-county and Rehabilitation of Kanyabwanga GFS in Kanyabwanga sub-county.</p>
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Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	4	<ul style="list-style-type: none"> • The District water department submitted procurement requests to the Procurement and Disposal Unit (PDU) timely. This was done on the 22nd /March/2017. The Head of Procurement signed the request as well.
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<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	0	<ul style="list-style-type: none"> The Water Department in Mitooma District lacked a contract management plan and there was no evidence to show that monthly site visits of different WSS Infrastructure projects were conducted. There was no evidence (in form of appointment letter) that the Water Office had designated a contract manager to effectively manage WSS contracts for all the implemented projects in the FY. <p>There was no records in contract files to show reports on action points between the DWO and the contractor</p>
	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	2	<ul style="list-style-type: none"> According to evidence from Bills of Quantity (BoQs) and facility visits there was clear and strict adherence to what was stipulated in the BOQs. For example Katagata GFS has a reservoir tank of 50m³, the coverage distance is 19.5kms with outlet tap stands 22 in numbers. barbed wire fence was constructed around the source. Whilst fencing a small gate was constructed around the source to ensure access of water by residents who initially used the source before construction of the scheme. For Kahihi GFS a reservoir with a volume of 30m³ was constructed, the scheme covers a distance of 16.6kms and it has outlet stand taps totalling to 16. Planting of water suitable grass was observed during field visist as well This matches with what was stipulated in the BOQs
	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	0	<ul style="list-style-type: none"> For all the investment Projects none has a Contractor Hand over Report. The Project Commissioning reports presented where neither signed nor stamped by relevant offices hence causing suspicion.

		<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"> The District Water Officer appropriately certified all WSS projects that were completed, preparation of completion reports was done. i.e all payment requests to the office of the Chief Administrative Officer (CAO) where backed by completion reports and certificates as supporting documents. For example Katagata GFS was certified on 30th/08/2016 while Kahihi GFS was certified on 5th/07/2016 by the District water officer
7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<ul style="list-style-type: none"> The sector had six payments worth 228,721,203 for Motorcycle Purchase, Water Harvest Tank, Piped Water Gravity scheme, protecting spring Tanks and Latrines, which were certified and requisitioned on time as per Contracts. Payments were made in not more than a week from the date of requisition
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 District water department submitted annual performance report for the previous FY including four quarterly reports to the Planner;</p> <p>Performance report for first quarter was submitted on 20th October 2016</p> <p>Performance report for the second quarter was submitted on 16th January 2017</p> <p>Performance report for third quarter submitted on 12th April 2017</p> <p>Performance report for fourth quarter submitted on 25th July 2017. Submission of Fourth quarter was done beyond 15th of July.</p> <p>All the reports were received by the Planner on the indicated dates, signed and stamped.</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 four queries during the financial year. The sector had responded to them and the status on implementation was availed through memo dated 30/5/2017 and 20/8/2017
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>Mitooma District Local Council responsible for water met; there is proof of committee minutes of meeting to discuss performance reports for water held on 11th May 2017 signed by the Sectoral committee chairperson</p>
		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>The water sector committee presented issues that required approval by Council for instance MIN.MIT/COU: 08/2017 regarding construction of protected Springs in Rurehe Sub-county.</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 	0	<ul style="list-style-type: none"> • The Annual Work Plan, Budget, Water Development grant releases and expenditures had not been displayed on District central notice board by the time of assesment
		<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"> • For most the WSS projects sampled for example Katagata GFS in Mitooma, KahihiGFS in Kashenshero sub-county and Rusozi GFS phase III had no labels indicating the name of the project, date of construction, contractor and source of funding.

		<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	0	<ul style="list-style-type: none"> Information concerning tenders and contract awards indicating contractor name, contract and contract sum was not displayed on the District Notice Board. The water Department of Mitooma DLG has no department notice board. District website is not updated.
12	Participation of communities in WSS programmes Maximum 3 points for this performance measure	<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	Vigorous sensitization on water and sanitation has been carried out in the district this yielded into various communities applying for water/public sanitation facilities. Application letters requesting for services were written and submitted as evidenced in community request file; examples include; The application letter of Kibsho; A village in Mitooma sub-county for a protected spring dated 24th July 2017 Application letter of Rwakituurwa village for a spring tank on 3rd February 2017 Application letter of Rweibara village for spring water data 18th February 2017
		<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	There was documentary evidence that 62 Water User Committees were formed and re-activated by the District Water Department. Omukibaire village in Kigarama Parish, Bitereko sub-county raised 75,000/= as community contribution for their water facility Co-funding as evidenced in the case of construction of Katagata Gravity Flow Scheme in Mitooma sub-county where community members contributed 9.4m for the purchase of land (filled land sale). 2000/= monthly contribution towards Operation and Maintenance of Katagata GFS by community members.

Assessment area: Social and environmental safeguards

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	0	<ul style="list-style-type: none"> The was no document/evidence to show that environmental screening for all projects and Environmental Impact Assessments (EIA) (where required) were conducted. The Environment and National Resource Office acknowledged that his department was not involved in certifying projects to ensure they meet set environmental guidelines established.
		<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	<ul style="list-style-type: none"> There was no evidence that there has been follow up support provided in case of unacceptable environmental concerns.
		<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<ul style="list-style-type: none"> All Construction and Supervision contracts had clauses on environmental protection.
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	<ul style="list-style-type: none"> Of the 62 WSCs formed and re-activated in Mitooma district, at least 50% of members are women. Evidence from progress reports clearly show women occupy key sensitive positions on most of the committees (these include; chairperson, Vice-Chairperson, Secretary and Treasurer).

15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none">• If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3	0	<ul style="list-style-type: none">• Well as most public sanitation facilities had adequate access and separate stances for both women and men, they fell short on considerations of People with Disabilities (PWDs) as there were no ramps for this category of people
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