



LGPA 2017/18

Accountability Requirements

Mpigi District

(Vote Code: 540)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	<ul style="list-style-type: none"> Mpigi DLG submitted to MoFPED a Final Performance Contract FY 2017/18 on 14th/7/2017 while the Draft had been submitted on 18th/04/2017 	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	<ul style="list-style-type: none"> Mpigi DLG submitted to MoFPED a Budget for FY 2017/18 that included a Procurement plan on 18th/04/2017 	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	<ul style="list-style-type: none"> Mpigi DLG submitted to MoFPED the Annual Performance Report for FY 2016/17 on 1st/08/2017 	No
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxx	<ul style="list-style-type: none"> Mpigi DLG submitted to MoFPED all the 4 Quarterly budget performance reports on the following dates: <ul style="list-style-type: none"> Quarter I: 07th/11/2016 Quarter II: 22nd/2/2017 Quarter III: 17th/05/2017 Quarter IV: 1st/08/2017 It is evident that quarter IV report was submitted past the due date. 	No
Assessment area: Audit			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>XXXXX</p>	<p>The District LG produced and submitted information to the PST/ST regarding the implementation of Internal Auditor General findings for the financial year 2015/2016 in a letter REF CR.252/1, dated 18th January 2017 and was received by the Directorate of Internal Audit, MOFPED on 22nd January 2017. This was before the deadline of 31st April 2017.</p> <p>All the 10 findings in the internal audit report for the FY 2016/17 were responded to.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>XXXXX</p>	<p>The audit opinion on the Financial statements of the District for the FY ended June 2016 was not adverse or disclaimed. The audit opinion was, in fact, unqualified.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Mpigi District

(Vote Code: 540)

Score 66/100 (66%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	0	<ul style="list-style-type: none"> • District Physical planning committee was constituted in CAO's letter dated 05th/09/2017 under ref. 202/2 but was missing a Physical Planner in private practice. • Committee minutes of 1st/12/2016, 30th/3/2017, 30th/06/2017 and 30th/11/2017, were reviewed where physical development applications were considered for approval. • Registration book was in place with first entry on 4th/03/2015 running through 2016, 2017 up-to 2018 • Though some physical development applications had been approved within 28 days e.g for Real Care Primary School (submitted on 16th/3/2017 and approved on 30th/03/2017) others were considered past 28 days e.g. Joan Nampera's residential – apartments, submitted on 19th/01/2017 and approved on 30th/03/2017 and Uganda Martyrs University submitted on 31st/05/2016 and approved on 1st/12/2016.
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	<ul style="list-style-type: none"> • District physical development plan was not yet in place but was being prepared. • Mpigi TC has an approved Structural plan 2008-2018. • Though three (3) of the sampled investments in Mpigi TC had approved building plans that were consistent with the structural plan, one (1) did not. The approved included a storied commercial building for Kivumbi Godfrey along Mpigi-Butambala road, commercial building for Ssenoga Lawrence along Kirunda road and residential building for Semanda Sadat along same road. While not approved was a residential house for a one Ronald (in Mawanve LCI along Kirunda road) which was constructed in a wetland.

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

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

2

The report of the Budget conference held on 18th/10/2016 gave priorities for FY 2017/18 which are consistent with the AWP FY 2017/18:

- Production sector -pg. 6,16 of BC of BC report and on pg. 16 of AWP
- Health -pg. 9-10 of BC report and on pg. 18-19 of AWP
- Education - pg. 8, 16 of BC report and on pg.22 of AWP
- Roads and Engineering - pg. 10 of BC report and on pg. 23-25 of AWP
- Water - pg. 12,16 of BC report and on pg. 27-28 of AWP
- Natural resources priorities - pg.7 of BC report and pg. 29-30 of AWP
- Community based services - pg. 13 of BC report and pg. 32 of AWP
- Administration, Planning unit, Internal Audit and Statutory bodies –pg. 13 -16 of BC report and pg. 10-13, 33-35 of AWP.

The capital investments in the approved Annual Work Plan for FY 2017/18 were drawn from the approved five year district development plan (DDP) 2015/16-2019/20:

Administration Appendix pg. a

Refurbishing the main administration block

Production sector (pg. 16 of AWP and derived from pg. 182, appendix pg. k-n of DDP)

- An Apiary Development project established at ADC; Briquet Making machine procured.
- Dry season feeding technology promoted Motorized fodder cutting machine procured
- 6 Poultry units established at Kamaliba Landing site
- 6 Piggery Units established at Kamaliba Skills training in Savings, Weevil layering centre maintained at Katebo landing
- 42 Drying Racks procured at Ssenyondo and

• 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

Katebo Landing sites

Health (pg. 18-19 of AWP and derived from pg. 161, appendix pg. n-p of DDP)

- A two stance lined pit latrine constructed at Ggolo H/C III in Nkozi Sub County
- A placenta Pit constructed at Bukasa Health Centre II
- Upgrading Mpigi Health Centre to District Hospital
- A Four stance lined pit latrine constructed at Bukunge Trading Centre

Education (pg. 22 of AWP and derived from pg. 163, 187, appendix pg. p-r of DDP)

- Construction of 5-stance lined pit latrine at Nseke, Buwungu in Buwama SC and Kituntu UMEA P/S
- Construction of 3-stance lined pit latrine at Bukibira Staff house
- Construction of two 4-unit staff houses with 2-stance pit latrines at at Nsumba C/U P/S in Kammengo Sub County and St. Peters Katuulo P/S in Muduuma Sub County
- Supply of 219 3-seater desks to Buyiga P/S (19), Nnindy (15) and St. Kizito (15) and Buwama Sub County

Roads and Engineering (pg. 23-25 of AWP and derived from pg. 188, appendix pg. v-x of DDP)

- Manual Routine maintenance of 77.81 Kms of roads
- Road Grading and Spot Gravelling of 62.48km of roads
- 18 bottle necks removed from CARs
- 17 Km of Urban unpaved roads routinely maintained
- 2 Km of Urban unpaved roads periodically maintained
- 4 bottlenecks cleared on community Access Roads
- 144 Km of District roads routinely maintained

Water (pg. 27-28 of AWP and derived from pg. 188, appendix pg. y-z of DDP)

		<ul style="list-style-type: none"> • Construction of Nine deep boreholes (8 Hand pump, 1 Motorized) • One Mini Borehole constructed under DDEG • Rehabilitation of 14 deep boreholes and shallow wells • Extension of Piped Water System from Katende - Kikondo <p>Natural resources priorities (pg. 29-30 of AWP and derived from pg. 191, appendix pg. aa of DDP)</p> <ul style="list-style-type: none"> • Fruit tree seedlings procured for a model village • Establishment and maintenance of tree nurseries in Kammengo and Buwama (under DDEG)
<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	<ul style="list-style-type: none"> • Profiles were contained on pg 250-269 of the DDP. Profiles for the projects under water, roads, Community Based Services, Administration, health, education were reviewed. To be improved by costing of environmental mitigation measures • DTPC discussed the profiles in the meeting of 28th/2/2017 under TPC Min.54/02/16-17.

<p>3</p>	<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. 	<p>1</p>	<ul style="list-style-type: none"> Statistical abstract 2016/17 and CIS report 2016 had been compiled. Had gender disaggregated data for instance table 3.2 – population by sex by SC on pg. 25 and table 5.2 number of school going age children by sex.on pg.48.. DTPC discussed statistical abstract in the meeting of 28th/2/2017 under TPC Min.51/02/16-17. Buyiga PS in Musa parish, Kammengo SC where pupils were sitting on the floor was prioritised to be supported under SCG-development and DDEG (59 3-seater desks) (–AWP pg 102 and DDEG extract), Buwungu PS in Buwama SC with highest pupil-stance ratio of 58 (pg. 22 of CIS report) to benefit from 5-stance latrine and under water Golo parish in Nkozi SC with lowest safe water coverage will receive 2 boreholes (1 DDEG and 1 SCG).
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Investment activities in the previous FY were implemented as per AWP.

Maximum 6 points on this performance measure.

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

2

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

Health (pg. 110, 113 of Qtr 4 report 2016/17 was derived from pg. 51-55 of AWP)

- Two 2-stance pit latrine with a bathroom constructed at Bukasa Health Centre II in Kituntu Sub County and Bumoozi Health Centre II in Mpigi Town Council

- A perimeter fence constructed at Mpigi HC IV (and Mpigi Contcat register FY 2016/17)

Education (pg. 116-118 of Qtr 4 report 2016/17 was derived from pg. 58- 59 of AWP)

- Construction of five 5-stance lined pit latrines at Arch. Bishop Kiwanuka P/S in Nakirebe Kiringente S/C, St. Martin Buyiga P/S in Kammengo Sub County, Kyagalanyi P/S in Kammengo S/County, Bunjakko P/S in Buwama S/County, Nseke P/S in Mpigi TC. Pg. 116

- Construction of one 4-unit staff house with a two stance pit latrine at Bukibira P/S in Nkozi. Pg. 116-117

- Construction of one science laboratory at St. Mitara Maria SS Buwama. Pg. 118

Roads and Engineering (pg. 122-125 of Qtr 4 report 2016/17 was derived from pg. 62-65 of AWP)

- 15 out of 15 lines of culverts laid along swamps in six sub counties. Pg. 122

- 20 out of 13 Km of Urban unpaved roads routinely maintained. Pg.123

- 2 bottlenecks on CARs cleared under emergency works. Pg.123-124

- 150 out of 152 km of district roads routinely maintained; 36 out of 36km of district roads periodically maintained. Pg. 124-125

Water (pg. 129 of Qtr 4 report 2016/17 was derived from pg. 70 of AWP)

- 10 out of 9 boreholes drilled; 7 out of 7 boreholes rehabilitated. Pg. 129.

Quarter 4/ Annual Performance report for FY 2016/17 indicated that many of the projects were completed within the FY however some were only partially achieved thus giving a completion rate of 98.6%:

Completed projects

- Construction of two 2-stance pit latrine with a bathroom at Bukasa Health Centre II in Kituntu Sub County and Bumoozi Health Centre II in Mpigi Town Council. Pg. 110
- A perimeter fence constructed at Mpigi HC IV. Pg. 113 (and Mpigi Contract register FY 2016/17)
- Construction of five 5-stance lined pit latrines at Arch. Bishop Kiwanuka P/S in Nakirebe Kiringente S/C, St. Martin Buyiga P/S in Kammengo Sub County, Kyagalanyi P/S in Kammengo S/County, Bunjakko P/S in Buwama S/County, Nseke P/S in Mpigi TC. Pg. 116.
- Construction of one 4-unit staff house with a two stance pit latrine at Bukibira P/S in Nkozi. Pg. 116-117
- Construction of one science laboratory at St. Mitara Maria SS Buwama. Pg. 118
- 15 out of 15 lines of culverts laid along swamps in six sub counties. Pg. 122
- 20 out of 13 Km of Urban unpaved roads routinely maintained. Pg. 123
- 2 bottlenecks on CARs cleared under emergency works. Pg. 123-124
- 10 out of 9 boreholes drilled. Pg. 129
- 7 out of 7 boreholes rehabilitated. Pg. 129

Projects partially achieved and not implemented:

- Routine maintenance of 150 out of 152 km of district roads; pg. 124.
- Maintenance of Administration block and other public build budget 5,900,000= and spent 0= pg. 125

• 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

2

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

The following sampled projects as captured in the Mpigi DLG Annual performance report 2016/17 indicates a total expenditure of 684,013,000= against 758,704,000= budget (-9.8%).

- Two 2-stance pit latrine with a bathroom constructed at Bukasa Health Centre II in Kituntu Sub County and Bumoozi Health Centre II in Mpigi Town Council budget 15,134,000= and spent 12,071,000= pg. 110
- Construction of one 4-unit staff house with a two stance pit latrine at Bukibira P/S in Nkozi budget 82,520,000= and spent 77,943,000= pg. 116-117
- Construction of one science laboratory at St. Mitara Maria SS Buwama budget 200,000,000= and spent 183,326,000= pg 118
- 15 out of 15 lines of culverts laid along swamps in six sub counties budget 57,782,000= and spent 74,963,000= pg. 122
- 150 out of 152 km of district roads routinely maintained; 36 out of 36km of district roads periodically maintained budget 403,268,000= and spent 335,710,000= pg. pg. 124-125
- Drilling of 10 boreholes; rehabilitation of 7 boreholes budget 242,332,000= and spent 270,804,000= pg. 129

		<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of O&M budget for infrastructure in the previous FY: score 2 	2	<p>Based on the sample below as presented in Mpigi DLG Annual performance report FY 2016/17 the LG budgeted 680,097,000= for O&M of infrastructure however only 606,738,000= (89.2%) was spent:</p> <ul style="list-style-type: none"> 15 lines of culverts laid along swamps in six sub counties budget 57,782,000= and spent 74,963,000= pg. 122 20 Km of Urban unpaved roads routinely maintained budget 178,147,000= and spent 155,780,000= pg 123 2 bottlenecks on CARs cleared under emergency works (planned 35,000,000= and spent 40285,000= pg.123-124 150 km of district roads routinely maintained; 36 out of 36km of district roads periodically maintained budget 403,268,000= and spent 335,710,000= pg. pg. 124-125 Maintenance of Administration block and other public buildings budget 5,900,000= and spent 0= pg. 125 –not achieved
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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 	2	<ul style="list-style-type: none"> Performance agreements viewed and appraisal reports verified (dated 2nd Feb 2018, 3rd July 2017, 16th Nov 2017, 27th June 2017, and 11th July 2017 etc) from individual files of HoDs revealed that 14 out of 14 HODs (100%) in Mpigi district were appraised using/following the guidelines issued by MoP during the FY 2016/17. A copy of standard guidelines used and similar to those provided by MOPs was in possession of the Principle Human Resource Officer.
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		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<ul style="list-style-type: none"> According to records held in individual files and appointment letters viewed for all heads of department and units verified 11 out of 14 heads are substantively filled. This is 79% of positions filled. Some of the appointment letters had minute extracts and dated as follows: DSC/63/2009 of 25th June 2009, DSC/01/2018 of 2nd Feb 2018, DSC/03/2018 of 2nd Feb 2018, DSC/144/2005 of 12th May 2005, DSC/169/2007 of 7th Dec 2007 and reference numbers CED/10215, MPG/P/10249, CR/10436, MPG/P/10509,, CRD/11118,
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<ul style="list-style-type: none"> According to submission lists (with reference CR/214/2/1 and dated 23rd Sept 2016, 19th Dec 2016, 10th April 2017, 18th April 2017, 5th Dec 2016) and DSC minute extracts (DSC/27/2017/1, DSC/21/2017/2, DSC/19/2017/1, DSC/19/2017/11) viewed in Mpigi district, a total of 58 positions were submitted for recruitment at DSC during FY 2016/17. These minute extracts were supported by New Vision advertisements dated 3rd Oct 2016 and 23rd Jan 2017 confirmed that all the 58 positions submitted from CAO's office for recruitment were considered. That is 100%,
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<ul style="list-style-type: none"> Submission lists for confirmation with reference CR214/2/1 dated 15th Dec 2016, CR214/2/1 dated 27th Jan 2017 and CR214/2/1 dated 30th June 2016 viewed at HR office and verified at DSC office indicate that 52 cases were submitted from CAO's office and received at DSC office for confirmation during FY 2016/17. Minute extracts DSC/214/1 dated 19th Aug 2016, DSC/159/1/PP13, DSC/159/1/PP14 and DSC/159/1/PP and DSC/214/1 OF 1st July 2016 confirm that all 52 staff were considered for confirmation during FY 2016/17. This is 100%.

		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<ul style="list-style-type: none"> According to the submission lists looked into for Mpigi district, 20 cases were submitted for disciplinary action during FY 2016/17 – submission numbers CR/214/2/1 of 3rd July 2016, CR/214/2/1 of 22nd Aug 2016, CR/214/2/1 of 30th Sept 2016 listed these staff sent for disciplinary action to DSC during FY 2016/7. Minute extracts 54/2016/PP30, CR/214/2/1 of 2nd April 2016, DSC/08/2017/PP35 and DSC/157/03/PP29 confirm that all 20 cases submitted for disciplinary action were considered and handled during FY 2016/7. That is 100%.
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	<ul style="list-style-type: none"> Staff lists dated 22nd May 2017, 22nd June 2017 etc) for FY 2016/17 indicated case by case no recruited staff who accessed salary payroll in Mpigi district. The list indicates that all 58 staff recruited accessed salary payroll within two months of recruitment. For example; Nanteza Dorothy and Ahumuza Nelson were recruited and reported for duty on 3rd May 2017 and accessed salary in June 2017 (one month later), Kikomeko A, Namwanje Ritah, were recruited and reported on 2nd May 2017 and accessed salary in May 2017 (within same month of recruitment). Salary payroll for February 2018 was displayed and indicated that none of the newly appointed staff accessed salary payroll later than one month of recruitment.
		<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>Out of 7 staff who retired during FY 2016/17, none of them accessed pension payroll within the first 2 months of retirement. Staff retired on various dates including 28th Dec 2016, 10th Sept. 2016, 1st Sept 2016, 1st Oct 2016 etc. For example the staff who retired on the 28th Dec 2016 only accessed pension payroll on 18th May 2017 (6 months later) and staff who retired on 1st and 10th Sept 2016 accessed pension payroll 1st August 2017 (11 months later) while the staff who retired on 1st Sept 2016 accessed his pension only in Feb 2018 (5 months later). The staff who accessed pension payroll earliest of all the retired staff during FY 2016/17 did so after at least 5 months.</p>
Assessment area: Revenue Mobilization				

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points • If the increase is from 5 -10% : score 2 point • If the increase is less than 5% : score 0 points. 	4	<p>The district LG OSR increased by 28.8% from UGX 225,078,500 in the FY 2015/16 to UGX 290,959,417 in the FY 2016/17. (Source: Mpigi District Final accounts for FY 2016/17).</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	2	<p>The actual/budget revenue collection ratio for the FY 2016/17 was 98% (UGX 290,959,417/298282,468). This resulted in a budget variance of 2% which is lower than 10%. (Source: Mpigi District accounts for FY 2016/17)</p>
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	0	<p>There was evidence that the DLG collected at UGX 94,231,434 in Local Service Tax at the District Headquarters and remitted UGX 14,349,725 to Sub-Counties (15.2%). The district was therefore not compliant in remitting the statutory revenues to the LLGs.</p>
		<ul style="list-style-type: none"> • Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	0	<p>The LG spent UGX 122,078,500 in the FY 2016/17 on Council allowances and emoluments compared to UGX 225,886,471 collected in the FY 2015/16. This was 54% of OSR for the FY 2015/16 (more than 20%) in contravention of the Local Governments Act CAP 243. (Source: Mpigi DLG final accounts for the FY 2016/17)</p>
Assessment area: Procurement and contract management				

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<ul style="list-style-type: none"> Evidence shows that only the position of Senior Procurement Officer is substantively filled (CR/D/10215 dated 7 December 2007; DSC/69/2007). There is no Procurement Officer.
		<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 is evidence to show that TEC produced Evaluation Reports and submitted to the Contracts Committee. E.g. Evaluation report for drilling nine boreholes (hand pump) Mpig540/WRKS/16-17/00001 dated July 2016 which recommended East Africa Boreholes Ltd.</p>
		<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>Evidence shows that Contracts Committee considered the recommendations of the TEC e.g. Contracts Committee meeting of 11 August 2016 considered and approved (MDCC.Min.06/08/2016) the recommendations of the TEC and awarded Mpig540/WRKS/16-17/00001 to East African Boreholes Ltd.</p>
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	2	<ul style="list-style-type: none"> Review of the procurement and disposal plan for FY 2017/18 shows that all the infrastructure projects are reflected in the annual work plan. E.g drilling of deep boreholes and construction of a mini borehole are items 1 and 2 under planned outputs for 2017/18 on page 27, Workplan 7b: Water Vote 540 Mpigi and matches with item 32 in the procurement and disposal plan. Procurement in FY 2016/17 was as planned. E.g. Construction of 5-stance lined pit latrine at Nakirebe P/S (Item 28 in procurement plan) was planned for at UGX 20,000,000 and awarded as Mpig540/WRKS/16-17/00004 to Bekabye General Enterprises for a contract sum of UGX 19,979,760.

14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	0	<ul style="list-style-type: none"> • Review of the consolidated procurement plan for 2017-18 shows that 46% of the bid documents for infrastructure were prepared by August 30.
		<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	2	<ul style="list-style-type: none"> • The Contracts Register for FY 2016/17 was available and updated. The last procurement entry was Mpig540/Wrks/16-17/00017 for fencing of Mpigi Health Centre IV. • The procurement files were complete with relevant documents such as copy of pre-qualification and solicitation documents, record of bid opening and closing, evaluation reports, contracts committee decisions, notice of best evaluated bidder, Letter of Bid Acceptance, among others.
		<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<ul style="list-style-type: none"> • Sampled projects indicate the procurement thresholds were adhered to. E.g Open Bidding (OB) for Contract Mpig540/WRKS/16-17/00001 valued at UGX 196,288,189 and Mpig540/WRKS/16-17/00003 valued at UGX 86,149,151 which are within the OB threshold of more than UGX 50,000,000. Contracts Mpig540/WRKS/16-17/00007 valued at UGX 24,847,850; Mpig540/WRKS/16-17/00014 valued at UGX 10,519,487 and Mpig540/WRKS/16-17/00017 valued at UGX 12,933,480 are within Selective Bidding threshold of not exceeding UGX 50,000,000.
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	2	<ul style="list-style-type: none"> • Evidence shows that works projects implemented in FY 2016-17 were appropriately certified. E.g. Certificate 1 dated 22 November 2016 for 5 stance lined pit latrine at Bujjanko P/S (Mpig540/WRKS/16-17/00007).

		<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	Project sites visited did not have site boards e.g. Renovations works at district HQ.
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 monthly reconciliations for the FY 2016/17 and those for the period July to January 2018 were all done on the IFMIS. The IFMIS system should, however, be modified to include an audit trail for preparation, verification and approval of bank reconciliation reports. This modification will improve the assessment exercise in future.
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. 	0	A sample of 9 transactions from departments showed that not all payments were fully within the period of payment timelines of 30 days as indicated in Contracts. Four payments out of the sample of 9 were paid beyond 30 days prescribed in the contracts.
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	0	The Head of Internal Audit department (Ms Nkakku Kyenalaba Christine) was not substantively appointed a Principal or Senior Internal Auditor. She was appointed an Internal Auditor on February 2018 2010 under DSC/05/208 in a letter signed by the then CAO. He is therefore lower than the level of a substantive Principal/Senior Internal Auditor as required by the LGPA Manual. The district internal audit department, however, produced all the four quarterly internal audit reports.

		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	2	<p>There was evidence that the LG provided information to Council and LGPAC on the status of implementation of internal audit findings. The District Internal Auditor produced and submitted the 1st quarter, 2nd quarter, 3rd quarter and 4th quarter to LGPAC on 31st October 2016, 31st January 2017, 28th April 2017, 28th July 2017 respectively to the LGPAC, CAO and the Speaker LCV. The quarterly internal audit reports were duly acknowledged by the above offices.</p>
		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	<p>The Accounting Officer and the LGPAC received all the internal audit and the LGPAC discussed the internal reports in the FY 2016/17 as follows:</p> <ul style="list-style-type: none"> - First quarter internal audit report on 17th May 2017 -2nd quarter internal audit report on 30th May 2017 3rd quarter internal audit report on 13th June 2017
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	4	<p>The LG maintains updated assets registers. The latest update on the assets register was the entry of the following District Road equipment: Vibrat Roller no UG 2169 W received on 6th /11/2017 and Water Bowser No UG 2193 W received on 26th /07/17 (both) from MOWTS. There was no evidence of any other asset that was not registered in the Assets Register.</p>
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	4	<p>The LG received unqualified audit opinion on the financial statements for the FY 2016/17. (source: The OAG audit report for the FY 2016/17 for the District)</p>
Assessment area: Governance, oversight, transparency and accountability				
21				

The LG Council meets and discusses service delivery related issues

Maximum 2 points on this performance measure

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

0

Review of the minutes of District Council meetings for FY 2016/17 confirmed that the Council discussed service delivery related issues on these dates:

- a) Meeting of 13th/07/2016 election of Secretaries and formation of Committees
- b) Meeting of 12th/10/2016 state of affairs address, approved supplementary budget for LVEMP II 38,550,000=, Feeder roads 35,000,000=, UWEP 159,221,651= and YLP 179,905,456= under Min. 6/10/2016, approved a member of District Land Board, contracting and management of OSR
- c) Meeting of 16th/12/2016 state of Affairs – NEMA had halted all sand mining activities in Lwera, and with support from KOICA the district had delivered agricultural supplies and inputs.
- d) Meeting of 22nd/03/2017 discussed approval of members of DSC and District Land Board, change in AWP 2016/17 (5- stance latrine be constructed in Nsumba Catholic PS instead of Nseke PS due to collapse of latrine in former, and a borehole be drilled in Lutete in Nkozi and rehabilitation of 2 more boreholes in Butolo in Kamengo and Lugeye in Nkozi following a savings in contracting under Min.4/3/2017; approved coding and grant aiding Building Tomorrow Academy in Bubezi Kyali ward in Mpigi TC under Min. 5/3/2017, LGPAC report for FY 2015/16 under Min. 6/3/2017; approved revised rates for revenue and fees.
- e) Meeting of 5th/04/2017 discussed and approved Committee reports (Production, Education and Health; & Finance, Planning and General Purpose Committee) with regard to AWP FY 2017/18 under Min. 3/4/2017 and Min. 4/4/2017; and presentation of budget for FY 2017/18 under Min. 5/4/2017
- f) Meeting of 24th/05/2017 approved restructuring report, approved revised local revenue budget for FY 2016/17 downwards from 419,736,000 to 248,110,000= under Min. 7/5/2017 committee reports regarding AWP FY 2017/18 under Min. 9/5/2017 and approved the workplan and budget FY 2017/18 under Min10/5/2017.

However it was not evident that Council had discussed LG PAC reports for FY 2016/17.

22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	0	<ul style="list-style-type: none"> No evidence of designation of an officer to coordinate response to grievances/complaints was availed.
23	<p>The LG shares information with citizens (Transparency)</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<ul style="list-style-type: none"> LG Payroll February 2018 and Pensioner Schedule February 2018 were published on notice boards at the District headquarters.
	<p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	1	<ul style="list-style-type: none"> Procurement plan and awarded contracts and amounts for FY 2017/18 were published on the notice boards at the District headquarters and the District website www.mpigi.go.ug
		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<p>N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in FY 2016/17</p>
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	<p>Mpigi DLG had communicated and explained guidelines, circulars and policies to LLGs and was demonstrated by the fact that during some of the DTPC meetings (attended by LLG staff -SAS and TCs) the following guidelines were disseminated:</p> <ul style="list-style-type: none"> IPFs for FY 2017/18 in meeting of 09th/01/2017 under TPC Min. 40/01/16-17. DDEG guidelines in meeting of 28th/2/2017 under TPC Min. 50/02/16-17

- Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1.

1

- Script of radio programme held on 11th /11/2016 on radio Buddu FM was listened to - discussed Tuberculosis.
- Pictorial report prepared by the District Information officer of Baraza held on 22nd/10/2016 was reviewed.

Assessment area: Social and environmental safeguards

25

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

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

2

- Report provided on Follow-up on Gender issues at Departmental level presented during TPC meeting of 29 September 2016 and TPC min 17/09/16-17 indicate that the gender focal person provided guidance and support to sector departments to mainstream gender into their activities.

Maximum 4 points on this performance measure.

		<ul style="list-style-type: none"> Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	2	<ul style="list-style-type: none"> The 2017/18 work plan indicates that there are planned activities to strengthen women's roles e.g. gender mainstreaming, FAL, support to women and youth councils. A comparison of the budget for gender activities against expenditure in FY 2016-17 shows that more than 90 percent of budget was used. E.g. loose minutes dated 19 September 2016 and YLP and UWEP ledgers show that 98% of the budget was used. YLP and UWEP are not managed by the gender focal point. The Planning Unit has been managing YLP since May 2017 and UWEP is being managed by the Probation Office since 2016/17.
26	LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition	<ul style="list-style-type: none"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	2	<ul style="list-style-type: none"> Environmental screening is done for water projects e.g. screening forms dated 10 June 2016 for the nine boreholes drilled in FY 2016-17.
	Maximum 6 points on this performance measure	<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	1	Evidence provided shows that environmental and social management plans are integrated in bid documents e.g. Section 1.3.0 of the Bid Document for borehole drilling.
		<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	No evidence was availed to show that all projects are implemented on land where the DLG has ownership. However, there are land agreements where only water projects are implemented.
		<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	Evidence shows not all completed projects have Environmental and Social Mitigation Certification. Only completed water projects are certified.



LGPA 2017/18

Educational Performance Measures

Mpigi District

(Vote Code: 540)

Score 53/100 (53%)

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>Information obtained from the staff lists, pay roll and list of schools examined show that Mpigi district has budgeted for a head teacher and minimum of 7 teachers per school in the current FY 2017/18.</p> <p>The staff lists and list of schools examined indicate that Mpigi District education department has deployed a head teacher and minimum of 7 teachers per school in the 110 government-aided primary schools for the current FY 2017/18</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>The LG approved structure for primary school teachers for Mpigi district provides for 1,047 teachers. Verification from the HRM department indicates that the structure has been filled with 1,026 teachers with a wage bill provision, which represents 98% of positions filled.</p>
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	6	<p>The staff structure and wage bill provision for Mpigi district education department provides for 2 inspectors of schools and both positions are substantively filled.</p>

4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<ul style="list-style-type: none"> Recruitment plan for the current FY 2017/18 dated 6 Oct 2016 declaring position for recruitment of primary school teachers was submitted to the HRM and acknowledged by MoPS, MoFPED, and MoLG on 7 Oct 2016.
		<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	<ul style="list-style-type: none"> Positions for 2 inspectors of schools as provided for in the staff structure are already substantively filled.
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</p> <ul style="list-style-type: none"> 100% school inspectors: score 3 	3	<ul style="list-style-type: none"> Mpigi district has appraised all the 3 school Inspectors present during FY 2016/17. The three School Inspectors i.e Jascent Ndagire (Senior Insp of Schools) was appraised on 13th July 2017 by Lutalo Michael; Olinga Charles Henry (Inspector of Schools) was appraised on 14th July 2017; and Namutebi Faridah Musisi (Inspector of Schools) was appraised on 10th August 2017. Therefore personal files and appraisal reports viewed confirm that all the 3 Inspectors of Schools were appraised during FY 2016/17. That is 100%.
		<p>Evidence that the LG Education department appraised head teachers during the previous FY.</p> <ul style="list-style-type: none"> 90% - 100%: score 3 70% - 89%: score 2 Below 70%: score 0 	3	<p>Out of 110 Primary Schools found in Mpigi district, a 10% sample was obtained giving 11 Primary schools. On viewing records in personal files of Head Teachers of these 11 primary schools, it is found that only all were appraised as indicated by appraisal agreements some of which were dated 10th Dec 2017, 11th Dec 2017, 15th Feb 2017, 8th Dec 2017, 29th April 2017, 7th Jan 2017, 16th Dec 2017 etc. This confirms a 100 % of head teachers as all appraised in Mpigi district.</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 • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	<p>1</p> <p>2</p>	<p>The education department held meetings with Head Teachers on 31 Oct 2016 and 9 Feb 2017 on School Feeding Programme in Educational Institutions and on Immunisation of 10-year Old Girls Against Cervical Cancer respectively. The minutes were produced to verify that the education department has communicated guidelines, circulars, policy issues, etc from the national level to the schools in the previous FY 2016/17.</p> <p>Minutes of meetings dated 31 Oct 2016 and 9 Feb 2017 were availed as evidence that the education department explained and sensitised the Head Teachers on guidelines, circulars, policy issues, etc received from the national level.</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: 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. 	<p>0</p>	<p>Quarterly inspection records for FY 2016/17 & 2017/18 show that inspection of government-aided schools stands at 100%, while for the private schools is only 19%.</p> <p>From computation of these figures, the overall inspection coverage stands at 41.8%, computed as follows:</p> <ul style="list-style-type: none"> • Public primary schools = 110; inspected = 110 • Private schools = 282; inspected = 54 • Total No. of schools = 392; inspected = 164 • Overall inspection coverage: $164/392 \times 100 = 41.8\%$

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 	0	The DEO and the Inspector of schools declared that the education department does not discuss inspection reports to generate recommendations for corrective action. This is because they did not know it was necessary to do so.
		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	2	Ample evidence was provided showing that submission of inspection reports are regularly made to the DES, evidenced by acknowledgements from DES dated: 1 Feb 2018; 5 Feb 2018; 14 Aug 2017; 30 June 2017; 23 Jan 2017; 7 Feb 2017; 17 July 2017; 24 July 2017; 3 March 2017
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	0	No reports on follow-up of inspection recommendations were availed for verification that this activity takes place.
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	Examination of the completed statistical forms for lists of schools submitted to the MoES show that the data entries are accurate and consistent with both EMIS and OBT requirements.
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	5	Copy of enrollment data for all schools submitted to the MoES were examined for validity and accuracy and were found to be accurate and consistent with EMIS and OBT requirements.
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

Maximum 4 for this performance measure

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

0

Review of the minutes of the Production, Health and Education Committee confirmed that the Committee held meetings and discussed service delivery issues:

- Meetings of 21st/09/2016 and 28th/11/2016 discussed departmental reports including Education under Min. 3/9/2016.

- Meeting of 31st/03/2017 discussed departmental performance reports and AWP 2017/18 under Min. 03/3/2017 including regular inspection and monitoring of schools to be done and recruitment of more teachers, World Vision had supported some schools in Nkozi SC with staff houses and MDD equipment.

- Meeting of 8th/05/2017 discussed draft budget estimates for FY 2017/18 under Min. 04/05/2017.

However evidence that Committee had discussed LG PAC report was not availed.

		<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>Review of the minutes of the District Council of the following dates evidenced that Production, Health and Education Committee presented to the District Council issues that required approval of Council:</p> <ul style="list-style-type: none"> • Meeting of 22nd/03/2017 discussed and approved change in AWP 2016/17: 5-stance latrine be constructed in Nsumba Catholic PS instead of Nseke PS due to collapse of latrine in former under Min.4/3/2017; approved coding and grant aiding Building Tomorrow Academy in Bubezi Kyali ward in Mpigi TC under Min. 5/3/2017. • Meeting of 5th/04/2017 discussed and approved Committee reports including for Production, Education and Health with regard to AWP FY 2017/18 under Min. 3/4/2017 and Min. 4/4/2017; and presentation of budget for FY 2017/18 under Min. 5/4/2017 • Meeting of 24th/05/2017 approved restructuring report, approved Committee reports including for Production, Education and Health under Min. 9/5/2017 and approved the workplan and budget FY 2017/18 under Min10/5/2017.
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) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	0	<p>No minutes of meetings or reports of activities carried out by the SMCs were availed to verify that the SMCs are functional. Also no records were available to show that the education department was making any effort in revitalising the SMCs.</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 	0	<p>The list of schools receiving non-wage recurrent grants that was hurriedly displayed on the notice board when queried could not be readily and clearly identified as the relevant document.</p>
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Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	4	<p>The procurement request by the education department for FY 2017/18 was submitted to PDU on 20 April 2017, ie before deadline of April 30 as per guideline.</p>
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	0	<p>The education department certified and recommended payments to suppliers late . A sample of 3 payment vouchers and 3 contracts/LPOs which were examined and compared with the payments registrar indicated that all of them were made after a maximum period of 30 days indicated in the LPOs/contracts .</p>
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Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	4	<p>Quarterly performance reports for the previous FY 2016/17 were submitted to the Planner as follows: - 1st Q, 2016/17, submitted 1 Nov 2016 -2nd Q, 2016/17, submitted 6 Feb 2017 3rd Q, 2016/17, submitted 28 April 2017 4th Q, 2016/17, submitted 13 July 2017.</p>
16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	0	<p>The education department's status of implementation of some of the internal audit issues was submitted to CAO for action. For example, St Balikuddembe S.S and Bulamu Seed S.S submitted the status of implementation on the internal audit recommendation in a letters 8th Dec 2016 and 5th Dec 2016 respectively. However, it could not be established that all the audit findings were responded to.</p>

Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc....: Score 2 	0	<p>No indications that the education department is in collaboration with the gender focal person; neither is there evidence that guidelines on how the senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc have been disseminated.</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>No evidence was availed on issuing and explanation of guidelines on how to manage sanitation for girls and PWDs in the 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>Lists of SMCs indicate compliance with the guideline on gender composition, ie at least 3 females on the committee</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: 	0	<p>No plan or report of activities carried out in schools to promote environmental education.</p>
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LGPA 2017/18

Health Performance Measures

Mpigi District

(Vote Code: 540)

Score 71/100 (71%)

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 Wage budgetary allocations for FY 2016/17 was 2,199,093,000/= and 100% was utilised - Up to 64% of the established positions are filled and over 85% of the technical staff are in place
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<ul style="list-style-type: none"> - There was a recruitment plan for FY 2017/18 submitted to the PHRO on August 15, 2016 - The staffing gap is 114 out of 318 total establishment - The request for recruitment of two Clinical Officers was submitted to CAO on July 21, 2017
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	8	<ul style="list-style-type: none"> • There is only one Health Center 4 in Mpigi district known as Mpigi HC4. This HC4 is headed by Abwooli Jubilee John. According to records in his personal file, the HC4 in-charge was appraised on 30th June 2017 by Sendiwalana Francis. This represents 100% of HC4s in-charge appraised in Mpigi district.

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	4	<ul style="list-style-type: none"> - The deployment list of the health sector tallies with the OBT reports
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<ul style="list-style-type: none"> - There is a quarterly bulletin produced by the health sector with the aim of communicating new policies and guidelines. - The following guidelines were available: <ul style="list-style-type: none"> o Immunization practice (3rd edition) o Consolidated HIV prevention and treatment o TB treatment o Field guide for case-based surveillance o Achieving equity in immunisation o The quality improvement methods o Monthly tracking stems for staff - There is need for a system of receipt of guidelines
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		<ul style="list-style-type: none"> Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	0	<ul style="list-style-type: none"> There were minutes of October 28, 2106 for orienting health workers on the National Supervision guidelines for health services but there was no list of participants.
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	0	<ul style="list-style-type: none"> There are two HSD (Mawokota North and Mawokota South) and there is one HCIV (Mpigi HC IV) and Nkozi PNFP hospital. There was no evidence that the two facilities were supervised by DHO per quarter in FY 2016/17
		<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>	1	<ul style="list-style-type: none"> There were four quarterly supervision reports and the following facilities were reached: <ul style="list-style-type: none"> July -Sept 2016 - 23 facilities out of 25 Oct-Dec, 2016 - 19 facilities January -March, 2017 - 9 facilities April -June 2017 - 25 facilities Therefore 76 visits were made out of 100 for the FY 2016/17

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced:</p> <ul style="list-style-type: none"> • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0 	2	<ul style="list-style-type: none"> - Mawokota North HSD run at Mpigi HC IV had all the four quarterly reports: <ul style="list-style-type: none"> o Quarter 1 - No facility was supervised o Quarter 2 - 10 out of 11 facilities were supervised o Quarter 3 - All the 11 facilities were supervised o Quarter 4 - All the 11 facilities were supervised - Therefore 33 out of 44 visits were made (75%)
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 	4	<ul style="list-style-type: none"> - Through support supervision and analysis of the HMIS data, the DHT identified 13 areas that needed action: <ul style="list-style-type: none"> o High drop-out rate ANC 1-4 o Poor data use at the lower HC to monitor their performance o Poor adherence to test and treat policy for malaria o Poor internal support supervision in HC o Low enrolment of new family planning users o High immunisation drop-out in Mpigi town council and Kamengo s/c o Poor monitoring of patients, o E.t.c. - The DHT prioritised the test and treat challenge and came up with actions

		<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	6	<ul style="list-style-type: none"> - Following on the above actions, there was an internal circular on July 15, 2016 to all in-charges requiring them to take actions to improve adherence - Developed TOR for the facility data quality committees - Developed an example of the "Agenda for facility staff meetings" and the sample agenda is being delivered to facilities
9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> - There are 25 facilities that receive PHC funds (19 public and 5 PNFP). All PHC recipients are included in the HMIS list although the HMIS list is larger due to inclusion of private for profit facilities

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

0

Review of the minutes of the Production, Health and Education Committee confirmed that the Committee held meetings and discussed service delivery issues:

- Meetings of 21st/09/2016 and 28th/11/2016 discussed departmental reports including Health under Min. 3/9/2016.
- Meeting of 31st/03/2017 discussed departmental performance reports and AWP 2017/18 under Min. 03/3/2017 including elevation of Mpigi HC IV to a hospital.
- Meeting of 8th/05/2017 discussed draft budget estimates for FY 2017/18 under Min. 04/05/2017.

However evidence that Committee had discussed LG PAC report was not availed.

		<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>Review of the minutes of the District Council of the following dates evidenced that the Production, Health and Education Committee presented to the District Council issues that required approval of Council:</p> <ul style="list-style-type: none"> • Meeting of 5th/04/2017 discussed and approved Committee reports including for Production, Education and Health with regard to AWP FY 2017/18 under Min. 3/4/2017 and Min. 4/4/2017; and presentation of budget for FY 2017/18 under Min. 5/4/2017 • Meeting of 24th/05/2017 approved restructuring report, approved Committee reports including for Production, Health and Education under Min. 9/5/2017 and approved the workplan and budget FY 2017/18 under Min10/5/2017.
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 	3	<p>- Sampled facilities of Buwama HCIII, Kiringente HCII, Kampiringisa HCIII, and Sekiwunga HCIII had functional HUMCs but the HUMC at Mpigi HCIV met only once in FY 2016/17</p>

12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<p>- The PHC allocation lists were available and that for quarter 3 FY 2017/18 was published on the notice board</p>
Assessment area: Procurement and contract management				
13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>- The procurement plan for 2017/18 was available and submitted on April 27, 2017</p> <p>- PPI forms were submitted on September 15, 2017 for the placenta pit at Bukasa HC II, and that for construction of 2-lined pit latrine with a bathroom at Ggolo HC III; and on October 17, 2017 for Upgrading of Mpigi HC IV (this could have been done in quarter 1)</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: <ul style="list-style-type: none"> 100% - score 8 70-99% – score 4 Below 70% - score 0 	8	<p>- There was evidence that the orders for medicines by Mpigi HCIV are discussed/shared with the DHO and there were receipts from NMS for all the facilities that receive kits from the Push System.</p>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>The LG Health department certified and recommended payments to suppliers on time. A sample of 3 payment vouchers and 3 contracts showed that payments were made within 30 days except 1 which was made within 43 days. It was generally concluded that payments were timely paid.</p>
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Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>DHO submitted the performance reports for FY 2016/17 as follows:</p> <ul style="list-style-type: none"> - Quarter 1 on November 6, 2016 - Quarter 2 on February 21, 2017 - Quarter 3 on June 26, 2017 - Quarter 4 was submitted after July 2017
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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	<p>The health department gave the status of implementation of internal audit findings. For example one of the responses was given in a letter dated 3rd January 2018 signed by the District Health officer Dr Nassanga J.R and was forwarded by the CAO on 17th August 2017 to the DIA for retirement of the query.</p>
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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"> - All the HUMCs in the visited facilities have more than one female member
		<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2 	0	<ul style="list-style-type: none"> - There was no evidence that sanitation guidelines were in place and all facilities visited did not have latrines labelled for men and for women
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. 	2	<ul style="list-style-type: none"> - The guidelines for medical waste management were available at the visited facilities



LGPA 2017/18

Water & Environment Performance Measures

Mpigi District

(Vote Code: 540)

Score 77/100 (77%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>Mpigi district has safe water coverage of 80% as per the Uganda Water atlas 2017. It has one sub county that is below the district coverage and this is: Nkozi 75%, While 4 sub counties are above the district water coverage eg Kammengo 95%, Kiringente 95%, Kituntu 95%, Muduuma 95%.</p> <p>As evidenced in the AWP FY 2017/18 submitted to MWE dated 2nd Aug 2017 the sub counties that is below the coverage was budgeted for to drill boreholes in Nindya A, Buzirango and Ggolo villages, Nkozi Sub county.</p>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<p>Annual Progress report for the previous financial year (2016/17), that was submitted to MoWE dated 2nd Aug 2017, was reviewed and found out that Muge and Luteete villages, Nkozi Sub county were planned for and implemented.</p>
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	10	<p>From the monitoring and supervision reports on file submitted to CAO. 755 water facilities were visited (boreholes, shallow wells, springs, tap stands) out of 806 water facilities in the district that are functional. Therefore 93% facilities were monitored.</p>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10</p>	0	<p>No MIS reports have been submitted for the current (FY) 2017/18.</p>

Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	4	<p>From the DWO it was established that a list of procurement requests for borehole siting, design and supervision of 9 deep boreholes and extension of the piped water system was submitted to PDU on 22nd April 2017 (FY 2017/18) within the deadline of (30th April 2017).</p>
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6	<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 • If water and sanitation facilities constructed as per design(s): score 2 • If contractor handed over all completed WSS facilities: score 2 • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>Contract management plan was on file and it was submitted to CAO on 18th Oct 2016 for 9 boreholes.</p> <p>Five deep boreholes were visited, in Magungu, Bugoma, Namutamala and Nsujjuwe villages. They were well installed as per design in the BOQs.</p> <p>East Africa Boreholes U Ltd, handed over a completion report of all the 9 deep boreholes FY 2016/17 to DWO that were done in the sub counties of Magungu, Bugoma, Namutamala, Nsujjuwe, Kolokolo, Kasambya, Kitakyusa, Muge and Busaanyi. They were the only planned new water sources to be done by East Africa U Ltd.</p> <p>16 deep Boreholes were rehabilitated by Hand pump mechanics and handed over.</p> <p>DWO Handed over a completion certificate to East Africa U Ltd on 22/June/ 2017 for Nine boreholes drilled by East Africa Contractor and 16 deep boreholes rehabilitated that was done FY 2016/17 as planned in the AWP</p>
7	<ul style="list-style-type: none"> • Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> • Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>3</p>	<p>The LG Water department certified and recommended the contract for payments to suppliers within the recommended timelines in the contract of 30 days. Sample of 3 payment vouchers and contracts/LPOs indicated that payments were made between 8 days and 26 days compared to maximum recommended timeline of 30 days indicated in the contracts and LPOs.</p>
Assessment area: Financial management and reporting				

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	5	<p>As evidenced from the District Planner, quarterly reports and annual were submitted to the planner as follows:</p> <p>Quarter 1 was submitted on 17th Oct 2016</p> <p>Quarter 2 was submitted on 16th Jan 2017</p> <p>Quarter 3 was submitted on 20th April 2017</p> <p>Annual Report was submitted on 11th July 2017</p> <p>Therefore the DWO submitted the annual report to the Planner before mid July.</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 Water department responded to all the 7 internal audit findings that had been raised. The status of implementation of audit recommendations were submitted by the DWO in a letter dated 1st March 2017.

Assessment area: Governance, oversight, transparency and accountability

10

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

Maximum 6 for this performance measure

• 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 (DWSSC) etc. during the previous FY: score 3

Review of the minutes of the Finance, Works and General Purpose Committee confirmed that the Committee held meetings and discussed service delivery issues:

- Meeting of 7th/9/2016 discussed achievements for Qtr I and planned activities for Qtr II under Min.4/9/2016 including it was noted that many boreholes were non-functional and thus the need to emphasise rehabilitation, emphasised training of Water User Committees, need to conduct all assessments in the presence of community members to avoid allegation that hand pump mechanics were involved in thefts was also discussed.

- Meeting of 12th/12/2016 discussed departmental reports under Min. 4/12/2016 including 28 million saved from contracting in FY 2016/17 which was to be used for drilling of borehole in Lutete and rehabilitation of 2 boreholes in Butoolo and Bugeye.

- Meeting of 29th/03/2017 and 26th/04/2017 discussed AWP FY 2017/18 under Min. 4/03/2017 and Min.4/04/2017 respectively

However evidence that Committee had discussed LG PAC reports and submissions from the DWSSC was not availed.

		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>Review of the minutes of the District Council of the following dates evidenced that the Finance, Works and General Purpose Committee presented to the District Council issues that required approval of Council:</p> <ul style="list-style-type: none"> • Meeting of 22nd/03/2017 discussed approved change in AWP 2016/17: a borehole was to be drilled in Lutete in Nkozi and rehabilitation of 2 more boreholes in Butolo in Kamengo and Lugeye in Nkozi following a savings in contracting under Min.4/3/2017. • Meeting of 5th/04/2017 discussed and approved Committee reports including Finance, Planning and General Purpose Committee with regard to AWP FY 2017/18 under Min. 3/4/2017 and Min. 4/4/2017; and presentation of budget for FY 2017/18 under Min. 5/4/2017 • Meeting of 24th/05/2017 approved Committee reports including for Finance, Works and General Purpose under Min. 9/5/2017 and approved the workplan and budget FY 2017/18 under Min10/5/2017.
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> • The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	2	<p>Budget and the water development grant releases were displayed on the district notice board.</p> <p>1st quarter funds received and spent FY 17/18 was 156,826,896/-</p> <p>2nd quarter funds received and spent for FY 17/18 was 199,069,050/-.</p>

<ul style="list-style-type: none"> • All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	2	<p>WSS facilities were well labelled as below:</p> <p>Namutamala, Kiringente S/C, DWD 58400, DOC 3rd/11/2016, Mpigi DLG</p> <p>Nsujuwe, Kiringente S/C, DWD 58398, DOC 2nd /11/2016, Mpigi DLG</p> <p>Magungu, Kituntu S/C, DWD 49476, DOC 9th/11/2016, Mpigi DLG.</p> <p>Bugoma, Nkozi S/C, DWD 58384, DOC 11th/11/2016, Mpigi DLG</p>
<ul style="list-style-type: none"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	2	<p>Contract awards were displayed on the notice board: Drilling of 08 hump pump boreholes, at a cost of 210,215,000/- Name of contractor: East Africa Boreholes U Ltd, Proc. No. MPIG540/wrks/17-18/00004.</p> <p>Connection of water pipeline extension to Kikondo, Kiringente Sub county, Mpigi District. Name of Contractor: Kanyeenya Engineering works Limited. Proc. No. Mpig540/wrks/17-18/00005.</p>

12	Participation of communities in WSS programmes			There was evidence that 9 community applications were on file from the villages where the new water sources are to be implemented eg:
	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	<p>Buwere A village (Buwama S/C) , which was submitted on 25th April 2017, Mawugulu village in Muduma S/C and was submitted on 13th Sept 2017 and Nakabiso village, Kiringete S/C and was submitted on 15th Jan 2017.</p> <p>Three villages (Buwere, Mawungulu and Nakabiso) had paid capital contribution of two hundred thousand each.</p>
		<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	Four water facilities were visited but there was evidence of O&M collections collected. In Namutamala village their records showed a collection of 144,100/- from April 2017 to Feb 2018.

Assessment area: Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	2	Environmental screening was done (FY) 2017/18) by the Environment Officer. The report was submitted to the CAO through the DWO on 10th June 2016 for all the 9 deep boreholes planned to be drilled and installed in this current FY.
	Maximum 4 points for this performance measure	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	1	There was evidence that environmental concerns raised were followed up. A certification report was on file from the District Environment Officer for the Water facilities constructed (FY 2016/17) that was submitted to CAO through DWO on 21st/ Nov/ 2016.

		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	In the contracts signed with East Africa borehole (U) Ltd, was signed on 10th Oct 2016. Under section 1.3.0 (Technical drilling contract section), there was a clause on environmental protection.
14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	<p>Five WSCs for five deep boreholes were sampled in the report on file in DWOs office and they all had 50% women on the committees that is:</p> <p>Magungu 4 males 4 females</p> <p>Muge 3 males 4 females</p> <p>Nsujjuwe 3 Males 3 females</p> <p>Namutamala 3 Males 4 Females</p> <p>Bugoma 3 Males 4 Females</p>
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	0	One water borne toilet was visited at Mpigi District Head quarters, constructed by Mpigi DLG (FY2016/17). It has separate stances but was not marked (Gents, Ladies) and there was no ramp for PWDS.