



LGPA 2017/18

Accountability Requirements

Mukono District

(Vote Code: 542)

Assessment	Compliant	%
Yes	2	33%
No	4	67%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	xxx	<p>Final Performance Contract was submitted to Ministry of Finance on 28/07/2017 Source: MoFED Status of Submission of Performance Contracts FY 2017/18</p>	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).</p>	xxxxx	<p>The copy of the Procurement Plan availed was submitted to PPDA and was received 29th Jun, 2016. But No copy of the Procurement Plan submitted to Ministry of Finance.</p>	No
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	xxxxx	<p>The Annual Performance Report was submitted to MoFPED late on 3rd August,</p>	No

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>All four quarterly reports were submitted after the due dates.</p> <p>Submitted 4/11/2016 = sn 0014</p> <p>Submitted on 13th March, 2017 – sn - 0473</p> <p>SUBMITTED ON 4TH MAY, 2017 – SN 0598</p> <p>Sn 4575 of 3rd august, 2017</p>	<p>No</p>
<p>Assessment area: Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxxx</p>	<p>The status of implementation of audit findings was submitted to the Internal Auditor General on 28th February, 2017 and to the Public Accounts Committee on 14th March, 2017</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxxx</p>	<p>According to the Auditor General's report for the FY 2016/17, the audit opinion on the financial statements of Mukono District Local Government was unqualified.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Mukono District

(Vote Code: 542)

Score 62/100 (62%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	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	Evidence that a municipality/district has: • A functional Physical Planning Committee in place that considers new investments on time: score 2.	2	The District Physical Planning Committee is in place and meets as required by law – at least once in a quarter. The day to day operations of the department is executed by a Technical Review Team – comprising the Engineer, Health Inspector, and Physical Planner. For projects that are environmentally sensitive, the District Environment officer is always consulted.
	Maximum 4 points for this performance measure.	• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.	0	The District has not Physical Plan and the Physical Planner reported that only about 4% of infrastructure investments, especially in the rural areas of the district have approved plans
2	The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles	• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.	2	A review of the Annual Work Plan FY 2017/18 revealed consistency with the approved budget and discussions from the Budget Conference report. A budget conference Report is in place 2017/18 of 4th November, 2016
		• 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	There was evidence of consonance between the Annual Work Plan for FY 2017/18 and the Five-Year Development Plan regarding capital investments

		<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1. 	1	<p>The project profiles are included in the FY Development Plan under the relevant sectors. The project profiles were discussed in the TPC under Minute 65/16/17 – Presentation by Departments – 65.2.1</p> <p>A budget conference Report is in place 2017/18 of 4th November, 2016</p>
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point. 	1	<p>The annual Statistical Abstract 2016 was in place and adhered to formats for disaggregating data</p>
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 • 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	<p>All projects implemented during FY 2016/17 were derived from the Annual Work Plan and budget approved from the Mukono DLG Council.</p> <p>The Mukono District Contract Register for FY 2016 – 2017 reviewed had two projects not completed within the FY, they were completed in September 2017</p>

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	0	<p>Out of the four sampled projects the percentages ranged from 1.3%; 7%; 19% to 64%</p>
		<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>The only information available for O&M is for maintenance of equipment for roads.</p> <p>The expenditure for O&M was for maintenance of Road Equipment and the expenditure was 100%</p> <p>The other sectors do not have evidence for provisions for operation and maintenance</p>

Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	0	<ul style="list-style-type: none"> No appraisal reports were seen for CBS, Chief Engineer, DHO , and Natural Resources
		<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"> 5 out of 7 Heads of Departments were substantively recruited. Appointment letters seen. The person who was heading the position of Head of Trade, Industry and Local Economic Development was acting. Position to be filled when the DSC is constituted. The person heading Finance Department was acting. Submission to fill the position was made to District Service Commission. Letter Ref: HRM/MKN/156/02 dated 9th March 2017, and draft advertisement was seen.

7	The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>Submissions for recruitment seen Ref MKN/P.13279 dated 4th July 2016,</p> <p>Action taken by DSC in MIN.MD234/2016, MIN. NO.235/2016,MIN NO.MD 236,MIN NO.MD 237 in a meeting held on 7th November 2016,MIN.NO.MD.141/2016 in a meeting held on 16th September 2016.</p>
	Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>Letters of submission Ref: MKN13500 dated 28th September 2016,Ref:MKN13501 dated 6th September 2016,</p> <p>Action taken by DSC in MIN. NO. MD 2013/2016, MIN. NO. MD. 2014/2016, NO.MD.2015/2016, MIN. in a meeting held on 1st November 2016</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<p>Letters of Submission Ref: HRM/MKN/157/01 dated 23rd September 2016, Ref: MKN/P.13224, dated 13th July 2016, Ref: MKN/P.12835.</p> <p>Action by DSC in MIN.NO.MD 181/2016, MIN NO. MD. 182/2016, MI.NO.183/2016 in a meeting held on 21st September 2016, MIN. NO. MD. 200/2016 in a meeting held on 11th October 2016,</p>
8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<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	Payroll seen and evidence verified
	Maximum 5 points on this Performance Measure.	<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	List of pensioners seen together with the list of staff who retired in 2016/2017. Out of the 12 who retired, 9 accessed the pay roll within 2 months.
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>Obtained information from note 2 of the financial statements for FY 2017 and 2016, revealed the following</p> <table data-bbox="901 257 1500 448"> <tr> <td></td> <td style="text-align: right;">2017</td> </tr> <tr> <td>2016</td> <td></td> </tr> <tr> <td>Local revenue</td> <td style="text-align: right;">552,550,201</td> </tr> <tr> <td></td> <td style="text-align: right;">355,192,374</td> </tr> </table> <p>Increase in revenue = 552,550,201 – 355,192,374= 197,357,827</p> <p>% increase = 197,357,827/355,192,374 X 100 = 55.56%.</p>		2017	2016		Local revenue	552,550,201		355,192,374
	2017											
2016												
Local revenue	552,550,201											
	355,192,374											
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>Revenue performance for FY2017 obtained from note 2 of the financial statements for FY2017 was as follows;</p> <table data-bbox="901 896 1500 1008"> <tr> <td>Actual revenue collected</td> <td style="text-align: right;">552,550,201</td> </tr> <tr> <td>Budgeted revenue</td> <td style="text-align: right;">553,000,000</td> </tr> </table> <p>Revenue performance = 552,550,201/553,000,000 X 100 = 99.92%</p> <p>This represents realisation of -0.08%</p>	Actual revenue collected	552,550,201	Budgeted revenue	553,000,000				
Actual revenue collected	552,550,201											
Budgeted revenue	553,000,000											

11

Local revenue administration, allocation and transparency

Maximum 4 points on this performance measure

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

2

The district only collects service tax which was remitted to the LLG as shown below. The other local taxes are collected by the LLG which they remit to the district.

NAME OF SUB COUNTY	EFT
NO	Amount
KIMENYEDDE SUB COUNTY	
5429902066908	2,560,323
KASAWO SUB COUNTY	
5429902066907	4,130,162
KOOME SUB COUNTY	
5429902066909	1,906,628
KYAMPISI SUB COUNTY	
5429902067035	2,087,180
NABBAALE SUB COUNTY	
5429902067043	2,203,969
NAGOJJE SUB COUNTY	
5429902067044	2,063,657
NAKISUNGA SUB COUNTY	
5429902067045	4,060,510
NAMA SUB COUNTY	RECOVERED AS 35%
	3,064,847
NTENJERU SUB COUNTY	
5429902067046	2,306,664
MPATTA SUB COUNTY	
5429902067047	991,181
MPUNGE SUB COUNTY	
5429902067048	929,075
NTUNDA SUB COUNTY	
5429902067049	1,050,103
SEETA NAMUNGAGA SUB COUNTY	
5429902067050	2,445,703
TOTAL	
	29,800,000

		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	<p>Information from financial statements for the FY 2016/17 revealed the following:</p> <p>Council costs</p> <p>Allowances (standing committee) 39,500,000</p> <p>Travel inland for council 11,000,000</p> <p>Allowances (Council) 37,250,200</p> <p>Total 87,750,000</p> <p>Total cost as % of local revenue $87,750,000/552,550,201 \times 100 = 15.88\%$</p> <p>This was less than the 20% required by the regulations.</p>
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Assessment area: Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	0	<p>The district doesn't have a senior procurement officer as per HR records. The PDU is currently headed by a Procurement officer (Ref to appointment letter dated 26/4/2013 signed by the CAO).</p> <p>No records of other officers.</p>
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<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	1	<p>A file of TEC reports for FY 2016/2017 and minutes of the Contracts Committee meetings for FY 2016/2017 were availed.</p> <p>Sampled TEC reports to show receipt/inclusion by Contracts committee are:</p> <p>*Minutes of Evaluation Committee Meeting held on the 20th /10/ 2016 for Supply of Furniture to LCV office (Min. EC 09.16/2017.1.). Inclusion in the Contracts Committee meeting held on 21/10/2016 Min.041/2016: 041.1</p> <p>*Minutes of Evaluation Committee held on 16/11/2016 for Construction of a 5 stance VIP Latrine at Bwalaala Umea P/S in Nabbaale S/c (Min. EC 014.16/2017.1 Inclusion in the Contracts Committee meeting held on 21/10/2016 under submissions of min.40/2016: 040.8</p> <p>* Minutes of Evaluation Committee Meeting held on 2/2/2017 for evaluation of various procurements among which is Renovation of Kabanga HC III in Mpatta S/c (Min. EC 039.2017.4. Inclusion in the Contracts Committee meeting held on 17th February 2017, under min 091/2017: 091.5</p>
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		<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>The score is based on the following evidence:</p> <ul style="list-style-type: none"> * TEC report dated 28/11/2017 made recommendations for <ul style="list-style-type: none"> - Construction of 4 in one staff house at Katoogo HC III (Min EC 19.2016.4) - Water department: Consultancy services in feasibility studies and detailed engineering design for Kisowera-Mpoma- Naalya RGC (Min EC 19.2016.9) <p>These recommendations were adopted and approved by the Contracts Committee as per Min. 062/2016: 062.2 and 062.5 in a meeting held on 5/12/2016</p> <ul style="list-style-type: none"> * TEC report dated 16/05/2017 made recommendations for the Phased Construction of the Nakisunga Sub county Administration block (Min EC 54.17.1) were upheld as per Contracts Committee meeting held on 18/05/2017, Min.220/2017: 220.1 * TEC report dated 25/01/2017 made recommendations for the Construction of 2 institutional energy saving stoves in Kayunga Islamic P/S (Kyampisi S/C) and Nakifuma C/U p/s (Kimenyedde S/C) Min EC 034.2017.2 were upheld by CC in a meeting held on 6th February 2017 under Min.085/2017: 085.8
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>			<p>A revised Procurement plan dated 7/11/2016 was submitted to PPDA by the CAO. PPDA acknowledged receipt on 14/11/2016.</p> <p>The current FY 2017-2018 procurement plan dated 27/06/2017 was submitted to PPDA (29/06/2017) by the CAO. A supplementary procurement plan for 2017/2018 dated 18/9/2017 was also submitted to PPDA (26/10/2017) by CAO.</p> <p>Some of the Major infrastructure projects in the approved annual work plan that have been included in the procurement plan for the current FY 2017-2018 include:</p> <ul style="list-style-type: none"> *Phased construction of piped water supply (Borehole pumped) at Mayangayanga RGC *Construction of 8 in 1 staff house with 2 stance VIP Latrine, bathroom, store, kitchen

		<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	<p>at Wantuluntu P/S in Ntunda S/c</p> <p>*Construction of 2 classroom block at Kayini Kamwokya in Seeta Namuganga S/c</p> <p>Sampled procurements as evidence that the entity followed the procurement plan and included major investments in the previous FY 2016/2017 includes:</p> <ul style="list-style-type: none"> * Construction of Eight in One staff house with a Kitchen, Store, bathroom and Four stance VIP latrine at St. Josephs Ssozi P/S in Kiyanja Parish, Mpatta S/c , Ref no. Muko 542/Wrks/16-17/00005, contract signed on 3/01/2017 (valued at approx.. 103 million) *Phased construction of District Head quarter building, Ref no: Muko 542/Wrks/16-17/00019 contract signed on 21/04/2017 (Valued at 49 million) *Phased construction of Sub county block ref no. Muko 542/Wrks/16-17/00020. Contract signed on 2/06/2017 (valued at 33 million) *Construction of a two classroom block with an office and a store at Kasayi P/S in Kyampisi S/c Ref no. Muko 542/Wrks/16-17/00002. Contract signed on 3/01/2017 (valued at 106 million) * A call of orders for Boreholes Citing, Drilling, Supervision test pumping, casting and Installation dated 15/03/2017, 09/09/2016 under Framework Contracts Ref No; Muko542/Srvcs/16-17/013 (Order no: WORKS/16-17/00338 and WORKS/16-17/00223) (valued at approx. 96million)
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>			<p>Approximately, 22 Works Projects are planned for construction this FY 2017-2018. The following bid documents were reviewed</p> <ul style="list-style-type: none"> * Construction of a classroom block with an Office, Store and Furniture at St. Josephs Ssozi Kiyanja Parish, Mpatta S/c. Ref no. Muko542/Wrks/17-18/00003. Request for procurement is dated 3rd November 2017. Bid advert dated 10/11/2017 published in the Daily Monitor. *Construction of a 5 stance VIP latrine at Namulugwe P/S in Nama S/c. Ref no. Muko 542/Wrks/17-18/00006. BOQs are stamped 19/10/2017 and procurement requisition was made on 3/11/2017

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

0

* Construction of a 5 stance VIP latrine at Maziba P/S in Ntenjeru S/c. Ref no. Muko 542/Wrks/17-18/00007. BOQs are stamped 19/10/2017 and procurement requisition was made on 3/11/2017

* Construction of a 8 in 1 Staff house with Kitchen, 4 stance VIP Latrine and 2 bathrooms at Bunyiri Muslim P/S in Kyampisi S/c. Ref no. Muko 542/Wrks/17-18/00005. BOQs are stamped 19/10/2017 and procurement requisition was made on 3/11/2017

* Construction of a 3 stance Lined VIP latrine near the Council Hall and Renovation of the S/c council hall Ref no. Muko 542/Wrks/17-18/00008. BOQs are stamped 19/10/2017 and procurement requisition was made on 20/11/2017

* Construction of veterinary laboratory. Ref no. Muko 542/Wrks/17-18/00002. BOQs are stamped 07/9/2017 and procurement requisition was made on 07/9/2017

* Construction of a 2 classroom block with an office, store and furniture bathrooms at St. Kayini, Kamwokya P/S in Seeta Namuganga S/c. Ref no. Muko 542/Wrks/17-18/00004. BOQs are stamped 19/10/2017 and procurement requisition was made on 3/11/2017.

According to PDU, preparation of bid documents commences once funds are realised.

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

0

The contract register signed by the procurement officer for FY 2016-2017 covers ONLY works projects, NOT ALL procurements.

However, the following sampled files below were noted as complete.

* Construction of a 5 stance VIP Latrine at Bwalaala Umea P/S in Nabbaale S/c

*Phased construction of District Head quarter building, Ref no: Muko 542/Wrks/16-17/00019.

* Construction of a two classroom block with an office and a store at Kasayi P/S in Kyampisi S/c Ref no. Muko 542/Wrks/16-17/00002.

*Supply of 100 no. 3-seater desks to Namuyadde P/S, Seeta-Nazigo P/S in Kyimenyedde & Nakisunga Sub counties Ref no Muko 542/Wrks/16-17/00006

The files have a procurement requisition from the user department (works), request for approval of procurement method, BOQs, Invitation to bid (selective), contractors bid document, TEC and Contracts Committee reports, letters of award/acceptance, contract agreement and a Final Payment certificate dated 16/06/2017, signed by the District Engineer

The supplies files additional have

*Local purchase order (LPO-00324) for desks, delivery note (22/03/2017) and goods received noted (dated 12/04/2017 for seta-nazigo desks) as well as payment certificates (27/03/2017,

		<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	2	<p>Score is based on the following procurements made under:</p> <p>1) Open Domestic bidding as per bid notice that featured in the Daily Monitor dated 26/10/2016</p> <ul style="list-style-type: none"> * Construction of Eight in One staff house with a Kitchen, Store, bathroom and Four stance VIP latrine at St. Josephs Ssozi P/S in Kiyanaja Parish, Mpatta S/c, Ref no. Muko 542/Wrks/16-17/00005, contract signed on 3/01/2017 (valued at approx. 103 million) * Feasibility studies and detailed engineering design for Kisowera-Mpoma- Naalya RGC. Ref no. Muko 542/Srvcs/16-17/00001 * Supply of 100 no. 3-seater desks to Namuyadde P/S, Seeta-Nazigo P/S in Kyimenyedde & Nakisunga Sub Counties Ref no Muko 542/Wrks/16-17/00006 (valued at 30 million) <p>2) Selective Bidding. A notice for prequalification under Services, Works, Supplies, Framework contracting and Revenue management was published in the Daily monitor by the entity on 27/05/2016. Procurements under this category included</p> <ul style="list-style-type: none"> * Borehole Siting, Drilling, Supervision test pumping, casting and Installation. The contractor was hired under Framework Contracts Ref No; Muko542/Srvcs/16-17/013. Call of orders dated 15/03/2017, 09/09/2016 (Order no: WORKS/16-17/00338 and WORKS/16-17/00223) were seen in the files (total value at approx. 96million) * Construction of a 5 stance VIP Latrine at Bwalaala Umea P/S in Nabbaale S/c. Ref no. Muko 542/Wrks/16-17/00008 (valued at 26 million.) Three firms were invited to bid and one contractor was selected after a technical evaluation and contracts committee decision <p>A file on micro procurements (less than 1 million is available)</p>
15	The LG has certified and provided detailed project information on all			<p>Certification supported by supervision assessments/reports for the following projects was seen:</p> <ul style="list-style-type: none"> * Payment and Interim Certificates dated

investments

Maximum 4 points
on this performance
measure

4/10/2017 and 18/04/2017 respectively signed by the district Engineer and DEO for Construction of an 8 in 1 staff house, Kitchen and 4 stance VIP Latrine with two bathrooms at St. Josephs Ssozi P/S. Ref no. Muko 542/Wrks/16-17/00005

*Final Payment certificate dated 16/06/2017, signed by the District Engineer for Phased construction of District Head quarter building, Ref no: Muko 542/Wrks/16-17/00019

* Interim Certificate 1 dated 17/11/2017 signed by the Ag. Senior Engineer for Phased construction of Sub county block ref no. Muko 542/Wrks/16-17/00020. Contract signed on 2/06/2017

* Interim certificates 1, 2 & 3 dated 22/02/2017, 27/03/2017 & 24/11/2017 respectively signed by the District Engineer for Construction of a two classroom block with an office and a store at Kasayi P/S in Kyampisi S/c Ref no. Muko 542/Wrks/16-17/00002. Contract signed on 3/01/2017

*Interim certificate dated 22/11/2016 and 17/05/2017 for the different call of orders signed by the Ag. DWO and head of water department for Boreholes Citing, Drilling, Supervision test pumping, casting and Installation under Framework Contracts Ref No; Muko542/Srvcs/16-17/013 (Order no: WORKS/16-17/00338 and WORKS/16-17/00223)

*Interim certificates 1 & 2 dated 18/04/2017 and 5/06/2017 respectively and signed by the District Engineer for Construction of A 3 in 1 classroom block with furniture at Kisoga Mumyuka p/s in Kyimenyedde S/c. Ref no. Muko 542/Wrks/16-17/00003

*Interim Certificates 1 & 2 dated 11/01/2017 and 6/06/2017 signed by the district Engineer for construction of a 5 stance VIP Latrine at Lwanyonyi P/S in Nama S/c. Ref no. Muko 542/Wrks/16-17/00009

* Interim Certificates 1 & 2 dated 18/04/2017 and 16/06/2017 signed by the district Engineer & DEO for construction of 3 classroom block with Furniture at Mpunge P/S in Mpunge S/c. Ref No. Muko 524/Wrks/16-17/00007

* Interim Certificates 1 & 2 dated 18/04/2017 and 15/06/2017 signed by the district

- Evidence that all works projects

<p>implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2</p>	<p>2</p>	<p>Engineer for construction of a 4 in 1 staff house, 2 stance VIP Latrine with a urinal and 5000ltr water tank at Katoogo HC III in Nama S/c. Ref no. Muko 542/Wrks/16-17/00004</p> <p>* Payment Certificates 1, 2, 3 & 4 dated 10/03/2017,7/04/2017,30/06/2017,20/10/2017 respectively and signed by the Ag. Senior Engineer for completion of a Two classroom block with an office and store including furniture at St Jude Wakiso P/S in Nama S/c. Ref no. Muko 542/Wrks/16-17/00001</p> <p>*Payment certificate dated 18/04/2017 signed by the district Engineer and DEO for construction of a 5 stance VIP Latrine at Bwalaala Umea P/S. Ref no. Muko 542/Wrks/16-17/00008</p> <p>*Payment and Interim Certificates dated 4/10/2017 and 18/04/2017 respectively signed by the district Engineer and DEO for Construction of an 8 in 1 staff house, Kitchen and 4 stance VIP Latrine with two bathrooms at St. Josephs Ssozi P/S. Ref no. Muko 542/Wrks/16-17/00005</p> <p>*Final payment certificate dated 14/08/2017 signed by the District engineer and CAO for construction of a One classroom block at Bukasa Namuyadde P/S. Ref no. Muko 542/Wrks/16-17/00011</p> <p>*Interim payment certificate 1 dated 14/10/2017 signed by the Ag. Senior Engineer for Construction of 2 Institutional Fuel Saving stoves at Kiyunga Umea P/S in Kyampisi & Nakifuma CU P/s in Nabbale Sub counties. Ref no. Muko 542/Wrks/16-17/00013</p> <p>* Final Payment certificate date 06/03/2017 signed by the district engineer and SAS for Renovation of Kabanga HC III in Mpatta S/c. Ref no. Muko 542/Wrks/16-17/00015</p> <p>*Interim Payment certificate dated 17/05/2017 certified by the Head of Water Department for the Feasibility study and design of Mayangayanga RGC. Ref no. Muko 542/Wrks/Srvcs/16-17/00003</p> <p>Projects at sub-county level are paid directly by the sub-county and certificates are at Sub-counties. However,</p> <p>- supervision reports signed by the project supervisor indicating completion of works dated 23/03/2017 for the construction of a 3-</p>
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			<p>stance VIP Lined latrine with urinal at Myende Busanga Parish and Ceiling for Koome council hall is in the project file. Ref no. Muko 542/Wrks/16-17/00016</p> <p>- supervision reports signed by the project supervisor indicating completion of works dated 2/04/2017 for Construction of a 2 stance VIP Latrine and Flooring of a 2 classroom block at Nagojje Primary school. Ref no. Muko 542/Wrks/16-17/00014.</p>
		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>0</p> <p>There were no site boards on the following on-going works visited during the assessment:</p> <ul style="list-style-type: none"> *Construction of a 5 stance VIP latrine at Namulugwe P/S in Nama S/c. Ref no. Muko 542/Wrks/17-18/00006. * Construction of veterinary laboratory. Ref no. Muko 542/Wrks/17-18/00002. * Partial Completion of the District Administration Headquarters. Ref no. Muko 542/Wrks/17-18/00011.

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 	<p>4</p> <ul style="list-style-type: none"> I reviewed the bank reconciliation statements for account number BK-002 in the names of Mukono DLG TSA for the period January- December, 2017 and confirmed that the district had prepared statements for the period.
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17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<p>• 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.</p>	0	<p>I selected and reviewed payments to suppliers and from the sample one payment was due for more than 60 days.</p> <table border="1"> <thead> <tr> <th>Voucher No.</th> <th>Payee</th> <th>Amount</th> <th>Invoice date</th> <th>Payment date</th> <th>Delay</th> </tr> </thead> <tbody> <tr> <td>PV-WK00</td> <td>Total (U) Ltd</td> <td>7,344,000</td> <td>8/06/17</td> <td>16/06/17</td> <td>8</td> </tr> <tr> <td>PV-WK00</td> <td>Total (U) Ltd</td> <td>13,200,000</td> <td>8/06/17</td> <td>16/06/17</td> <td>8</td> </tr> <tr> <td>PV-WK00</td> <td>City tyres</td> <td>3,780,000</td> <td>12/06/17</td> <td>16/06/17</td> <td>4</td> </tr> <tr> <td>PV-WK00</td> <td>Toyota (U) Ltd</td> <td>27,625,000</td> <td>8/06/17</td> <td>16/06/17</td> <td>8</td> </tr> <tr> <td>PV-WK00</td> <td>Pivot Auto Clinic</td> <td>3,627,084</td> <td>12/05/17</td> <td>13/06/17</td> <td>32</td> </tr> <tr> <td>PV-WK00</td> <td>Shell fast service</td> <td>1,055,200</td> <td>11/04/17</td> <td>9/05/17</td> <td>29</td> </tr> <tr> <td>PV-WK00</td> <td>Total (U) Ltd</td> <td>1,400,000</td> <td>11/04/17</td> <td>9/05/17</td> <td>29</td> </tr> <tr> <td>PV-WK00</td> <td>Bukoba Investments</td> <td>2,820,000</td> <td>23/02/17</td> <td>26/4/17</td> <td>62</td> </tr> <tr> <td>PV-WK00</td> <td>Total (U) Ltd</td> <td>7,344,000</td> <td>8/06/17</td> <td>16/06/17</td> <td>8</td> </tr> <tr> <td>PV-WK00</td> <td>Total (U) Ltd</td> <td>13,200,000</td> <td>8/06/17</td> <td>16/06/17</td> <td>8</td> </tr> <tr> <td>PV-WK00</td> <td>City tyres</td> <td>3,780,000</td> <td>12/06/17</td> <td>16/06/17</td> <td>4</td> </tr> <tr> <td>PV-WK00</td> <td>Total (U) Ltd</td> <td>27,625,000</td> <td>8/06/17</td> <td>16/06/17</td> <td>8</td> </tr> <tr> <td>PV-WK00</td> <td>Total (U) Ltd</td> <td>1,020,000</td> <td>-</td> <td>16/06/17</td> <td></td> </tr> </tbody> </table>	Voucher No.	Payee	Amount	Invoice date	Payment date	Delay	PV-WK00	Total (U) Ltd	7,344,000	8/06/17	16/06/17	8	PV-WK00	Total (U) Ltd	13,200,000	8/06/17	16/06/17	8	PV-WK00	City tyres	3,780,000	12/06/17	16/06/17	4	PV-WK00	Toyota (U) Ltd	27,625,000	8/06/17	16/06/17	8	PV-WK00	Pivot Auto Clinic	3,627,084	12/05/17	13/06/17	32	PV-WK00	Shell fast service	1,055,200	11/04/17	9/05/17	29	PV-WK00	Total (U) Ltd	1,400,000	11/04/17	9/05/17	29	PV-WK00	Bukoba Investments	2,820,000	23/02/17	26/4/17	62	PV-WK00	Total (U) Ltd	7,344,000	8/06/17	16/06/17	8	PV-WK00	Total (U) Ltd	13,200,000	8/06/17	16/06/17	8	PV-WK00	City tyres	3,780,000	12/06/17	16/06/17	4	PV-WK00	Total (U) Ltd	27,625,000	8/06/17	16/06/17	8	PV-WK00	Total (U) Ltd	1,020,000	-	16/06/17	
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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>	<p>• Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.</p>	3	<p>• The internal audit department is headed by a substantively appointed Principal Internal Auditor. A review of the personal of Mr. Abongi Albert and confirmed that he was appointed Principal internal auditor on 1st October, 2009 under minute 87/2009</p> <p>• The principal internal auditor produced quarterly internal audit reports for the FY 2016/2017 as follows:</p> <table border="1"> <thead> <tr> <th>Period:</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>Date:</td> <td>31st January, 17</td> <td>31st January, 17</td> <td>12th May, 17</td> <td>7th August, 17</td> </tr> </tbody> </table>	Period:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Date:	31st January, 17	31st January, 17	12th May, 17	7th August, 17																																																																										
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		<ul style="list-style-type: none"> Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries: score 2. 	0	<p>District Public accounts Committee (DPAC) reports for FY 2016/2017 dated 28th November, 2017, which discussed 1st and 2nd quarter reports and confirmed DPAC had discussed internal audit reports. The Chief administrative Officer had submitted the status of implementation of internal audit findings for discussion for 1st and 2nd quarters. However, third quarter reports had not been discussed at the time of assessment on 25th January, 2018.</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 	0	<p>District Public accounts Committee (DPAC) reports for FY 2016/2017 dated 11th April, 2017, 12th October, 2017 for 1st and 2nd quarters respectively and confirmed DPAC had discussed internal audit reports. The Chief administrative Officer had submitted the status of implementation of internal audit findings for discussion for 1st and 2nd quarters respectively. There was no evidence of discussion of the third and fourth quarter reports.</p>
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	0	<p>The district maintains one asset registers which records ;</p> <ol style="list-style-type: none"> Fixed Assets- General motor vehicles and heavy plant, Land and buildings <p>The asset registers are also in a format that complies with treasury accounting regulations.</p> <ul style="list-style-type: none"> However a dell optilex 702017 care computer supplied by International Limited on 7th January, 2017 at a cost of 3,950,000 to the water department was not included in the fixed asset register as at 25th January when the assessment took place.

20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<ul style="list-style-type: none"> • According to the Auditor General's report for the FY 2017, the audit opinion on the financial statements of Mukono District Local Government was unqualified.
Assessment area: Governance, oversight, transparency and accountability				
21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	0	<p>Council met five times during FY 2016/2017 – and there was evidence of discussing service delivery issues, monitoring reports, but did not discuss PAC reports for the whole of FY 2016/2017</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	2	<ul style="list-style-type: none"> • Coordination by the accounting Officer – Complaints received by councillors – transmitted to the District Chairperson – then to CAO – others received to LLGs and those that are beyond their management – to CAOs • Others to the RDCs Office – then to CAO • RDC shares issues with the District – during Monday Morning meetings • 8200 – Health – toll free – received by the bio statistician • Suggestion Box • Information Officer

23	The LG shares information with citizens (Transparency)	Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2	2	The Local Government payroll and the Pensioner Schedule are displayed at the Noticeboard of the District Headquarters
	Total maximum 4 points on this Performance Measure	• Evidence that the procurement plan and awarded contracts and amounts are published: score 1	1	A list of best evaluated bidders is displayed as per PPDA Regulations, and copies were posted on the Notice Board
		• 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	N/A. The Central Government did not conduct the Annual Performance Assessment for LGs in 2016/17
24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens Maximum 2 points on this performance measure	• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1	1	The District holds an extended TPC that includes the LLG Chiefs and information is shared during the TPC. In addition, evidence and record of sharing guidelines on Gender Budgeting, and Guidelines; and Guidelines for M&E Implementation of the National Action Plan on Women; and Hygiene Standards were seen on signed distribution lists
		• 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	• Barazas – Documentation on the Barazas was availed to the assessor and there are Radio Talk Show on DUNAMIS Radio where OPM was allocated two hours. Invitations for Baraza Fora (Accountability Forum) for a meeting Nama Sub County Headquarters on 28th June, 2017 and an Accountability Forum Report – from the Registry dated 28th November, 2017, and Minutes of a previous meeting at Nakifuma county headquarters on 13th May, 2015.
Assessment area: Social and environmental safeguards				

25

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

Maximum 4 points on this performance measure.

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

2

The score is based on a document titled "A report on Gender Mainstreaming Training for District Staff: A practical Approach for Selected Technical Staff" dated 20/04/2017, prepared by the DCDO and submitted to CAO as guidance to department. Annexed documents to the report include among others"

-Generation of Gender and Sex disaggregated related information,

-Gender Analysis tool

-Matrix for Gender Mainstreaming

-Elements of gender sensitive workplace

Etc

Other documents availed for assessment included:

- A Distribution List of Gender related materials for 2016/17 (Guidelines for Monitoring and Evaluation, Implementation of the National Action Plans for Women). Copies to DHO, ACAO, PO, DE, HR, Administration etc

-A Distribution List of of a document titled 'budgeting guidelines and Analytical tools for 2016/17'. Copies to DEO, HR, DNRO, ACAO, DHO, D/E etc.)

• 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

A document titled "Mukono District Local Government. Five-year Development Plan, For financial year 2015-2016-2019-2020 signed by the CAO and district chairperson was availed and includes components on:

-Gender Analysis page 40

-Review of performance for 2010/11- 2014/15

- Proposed work plans; page 94

-Inclusion of Gender in project profiles; page 115-117

Gender activities have been planned and budget for in the current FY 2017-2018 (page 48& 51 of the approved budget) and CBS department plan

The following reports for Gender activities were noted:

- Report on attachment to the Ministry of Gender Labour and Social development dated 30/06/2017, submitted to CAO on 3/08/2017 by the DCDO

- 1ST Quarter Report for FY 2016/2017 submitted by the DCDO to the CAO on 31/10/2016

- 2ND Quarter report 2016/2017 dated January 06/2016 submitted to CAO, on monitoring of YLP programmes

According to the departmental performance by workplans, the overall no-wage % performance was 90.1%.

The gender mainstreaming budget line was overspent by 34% (134.1%) given that the planned budget was 5.5million and expenditure was 7.37million

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

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

0

For the Previous FY 2016-2017 projects sampled, there were no screening reports generated prior to project design, and thus no monitoring reports. Sampled projects are:

* Construction of an 8 in 1 staff house, Kitchen and 4 stance VIP Latrine with two bathrooms at St. Josephs Ssozi P/S. Ref no. Muko 542/Wrks/16-17/00005

* Boreholes Citing, Drilling, Supervision test pumping, casting and Installation under Framework Contracts Ref No; Muko542/Srvcs/16-17/013

* Construction of a 5 stance VIP Latrine at Bwalaala Umea P/S. Ref no. Muko 542/Wrks/16-17/00008

Current year, projects (2017-2018) that had commenced at the time of assessment are:

*Construction of a 5 stance VIP latrine at Namulugwe P/S in Nama S/c. Ref no. Muko 542/Wrks/17-18/00006.

* Construction of a 5 stance VIP latrine at Maziba P/S in Ntenjeru S/c. Ref no. Muko 542/Wrks/17-18/00007.

No monitoring reports have been generated as yet.

		<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	1	<p>The score is based on the current FY 2017-2018 projects. The sampled projects below have ESMP reports dated 26/10/2017 attached to the bid document, and Item on environmental mitigation is included in the Bills of Quantities.</p> <p>*Construction of a classroom block with an Office, Store and Furniture at St. Josephs Ssozi Kiyanja Parish, Mpatta S/c. Ref no. Muko542/Wrks/17-18/00003.</p> <p>*Construction of a 5 stance VIP latrine at Namulugwe P/S in Nama S/c. Ref no. Muko 542/Wrks/17-18/00006.</p> <p>* Construction of a 5 stance VIP latrine at Maziba P/S in Ntenjeru S/c. Ref no. Muko 542/Wrks/17-18/00007.</p> <p>* Construction of an 8 in 1 Staff house with Kitchen, 4 stance VIP Latrine and 2 bathrooms at Bunyiri Muslim P/S in Kyampisi S/c. Ref no. Muko 542/Wrks/17-18/00005.</p> <p>*Construction of a 2 classroom block with an office, store and furniture bathrooms at St. Kayini, Kamwokya P/S in Seeta Namuganga S/c. Ref no. Muko 542/Wrks/17-18/00004.</p>
		<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	0	<p>Documentation on ownership of land where the district headquarters is located was not accessed by the team although we were informed that negotiations with the Buganda Land Board were in advanced stages.</p>
		<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2 	0	<p>According the Environmental officer, there were not certificates issued for the projects undertaken in the previous FY 2016-2017. Thus no ESMP certificates were availed for assessment</p>



LGPA 2017/18

Educational Performance Measures

Mukono District

(Vote Code: 542)

Score 40/100 (40%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	4	<p>From the budget and list of staff, it was confirmed that at least 1 head teacher and 7 teachers were budgeted for.</p> <p>Staff lists, payrolls and list of schools were seen and all serving teachers and head-teachers were on the pay roll</p>
		<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	0	<p>From staff lists, payrolls and list of schools, of the 187 head teachers, 138 are substantive, the rest (49) are acting (they are at the rank of deputies)</p> <p>From the staff lists, 41 schools have less than 7 teachers, for they have an average of 6 teachers, exclusive of the head teachers. The gap is said to be caused by absence of a constituted District Service Commission.</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 <ul style="list-style-type: none"> If 100% score 6 If 80 - 99% score 3 If below 80% score 0 	3	<p>The available gap for teachers is 57 (3.24%) that need to be filled. Reasons for gap is that the district service commission is not yet constituted.</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	0	<p>From the approved structure and the budget, there is a wage bill provision for 3 inspectors. However, only 1 inspector has been deployed and supported by another who is not substantive and is at the rank of a head teacher.</p> <p>No advertisements have been made to fill the vacant positions because the new District service commission is not yet constituted</p>
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<p>A Recruitment plan dated April 2, 2017 was in place.</p>
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<p>The Recruitment plan was submitted to HRM.</p>
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3</p>	3	<p>The established positions for Inspector of Schools are two. One is substantively occupied and was appraised and appraisal report availed.</p> <p>The other position is vacant and so question of appraisal does not arise.</p>
		<p>Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0</p>	0	<p>Out 187 Headteachers 20 were randomly sampled and only 7 of the sample were appraised. Which is less than 50%.</p>

Assessment area: Monitoring and Inspection

<p>6</p> <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 	<p>0</p>	<p>The circulars seen in the DEOs office include; Operationalization of the District Coordination Committee for the Registration of Learners, issued by Office of the President Exercises dated 16th June, 2017 (Circular No. ADM211/263), teacher support supervision in Schools dated 30th June, 2017, NO. ADM/203/255/01</p> <p>These circulars were not found in the 4 sampled schools. The minutes of meetings with headteachers were seen and are the major source of communication of guidelines, policies, circulars issued by the national level in the previous FY to schools</p>
	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2 	<p>2</p>	<p>Some of the minutes seen include:</p> <p>Meeting held on 8th/Feb/2017 in the DEO office. From MIN/01/02/2017, the head-teachers were communicated to about the contents of some circulars e.g supervision</p> <p>Another meeting was held on 14/06/2016: MIN 02/06/2016, the inspector talked about inspection matters</p>

7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all private and public primary schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> 100% - score 12 90 to 99% - score 10 80 to 89% - score 8 70 to 79% - score 6 60 to 69% - score 3 50 to 59% score 1 Below 50% score 0. 	<p>Quarterly Inspection reports for both private and government aided schools were available in the DEOs Office for 2016/17.</p> <p>The education department had a set of inspections for individual schools (filled inspection forms), from which information was got to feed the quarterly reports</p> <p>Of the 4 sampled schools, only 2 had copies inspection reports. While the inspectors had signed in the visitors' book, they did not issue inspection reports to schools in some cases.</p> <ol style="list-style-type: none"> Kichwa P/S Namuyenje P/S Kisowera P/S Kisoga P/S
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 Evidence that the inspection recommendations are followed-up: score 4 	<p>From the departmental minutes, there was evidence that the Education department had discussed school inspection reports.</p> <p>For example, from the meeting dated 20th/ December/ 2017, MIN 3: Communication from Inspectors indicates need for vigilance to curb absenteeism and general performance.</p> <p>From DES records, Inspection reports were submitted, and the DEOs office had copies of the reports in his office for all the quarters. All reports had been submitted earlier than the deadlines for the quarters.</p> <p>From the meeting dated 20th/ December/ 2017, MIN 3: Communication from Inspectors indicates need for vigilance to curb absenteeism and general performance.</p>

9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and OBT: score 5 	0	<p>. List of government aided schools was available and consistent with EMIS data. No similar list was available for the private schools.</p>
		<p>Evidence that the LG has submitted accurate/consistent data: •</p> <p>Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	0	<p>DEO only provided enrollment data for government schools</p> <p>Boys – 36,352 Girls – 39,978</p> <p>Total 76,330 (only Govt)</p> <p>There are no records for private primary schools at the time of this assessment</p>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2 	2	<p>Council Committee for Education and Health met 5 times during FY 2016/17 and there was evidence of discussing service delivery issues and reports. Committee Meeting of 21st March, 2017 –Presentations for Education Department - discussed AWP & budget for Education and Health under Min 04/SC/21/2017</p>
		<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>Minutes of meetings were available from Clerk to council all the previous meetings</p> <p>E.g Meeting on 21st/ March/ 2017 and MIN 04/SC/21/2017. In this meeting, the DEO presented planning figures for FY 2017/2018</p> <p>- Council of 28th March received and approved submissions from the sector as per resolutions presented.</p>

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO) • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80% schools: score 0</p>	0	<p>There was a file in the education department containing some minutes of SMCs for schools. From the 4 schools whose minutes were reviewed, there was evidence of non-functioning of the SMCs. In the 3 government aided schools that I sampled, the minutes of 2016 had not been signed, despite this being 2018. The sampled private school had no SMC in place, though they claimed to have a group of directors. the names of the schools sampled:</p> <ol style="list-style-type: none"> 1. Kichwa P/S 2. Namuyenje P/S 3. Kisowera P/S 4. Kisoga P/S 5. Springs of life (Also had been given a warning letter by inspector dated 1st June 2016 to meet all basic requirements for school operation)
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	3	<p>All schools receiving non-wage recurrent grants were listed on notice boards by the time of this assessment. The list was for 3rd Quarter indicating allocation of sh. 8, 729,191,873</p>
Assessment area: Procurement and contract management				

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	0	<p>The procurement requisition forms were seen dated 4th May. 2016. They were fully signed by the originating officer, authorizing officer and accounting officer and LGPP Form 1 was used for this purpose in the FY 2016/2017.</p>
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14

The LG Education department has certified and initiated payment for supplies on time

Maximum 3 for this performance measure

• Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points

0

A reviewed of sample payments to suppliers and contractors in the department revealed that the longest it took to recommend payment was 17 days.

VR No Invoice Delay	Payee Recommendation	Amount
date (Days)	date	
PV-ED00291 1,360,765	Unique works 08/12/2016	No date-
-		
PV-ED00290 1,306,869	NALI 08/12/2016	„
-		
PV-ED00250 905,042	Makukuba 15/04/2016	
2/5/2016	17	
PV-ED00289 20,175,325	Becca 17/02/2017	
18/2/2017	1	
PV-ED00241 12,963,792	Peremi 11/01/2017	
13/1/2017	2	
PV-ED00310 22,696,370	Sedum 18/04/2017	
24/4/2017	6	
PV-ED00240 19,847,221	Waguma 27/02/2017	
1/03/2017	3	
PV-ED00309 32,230,149	Maple 18/04/2017	
28/4/2017	10	

Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	0	<p>Although the department had submitted all four quarterly reports to the Planner, it was not possible to ascertain timely submission in the absence of a record of receipts.</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 	2	<p>A review of Internal Audit reports for four quarters of FY 2017 dated 21st February, 2017 for first and second quarter, 19th May, 17, for 3rd quarter and 14th August, 17, for 4th quarter revealed the following:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="0" data-bbox="1043 1149 1513 1218"> <tr> <td>Quarter</td> <td>Quarter 1</td> <td>Quarter 2</td> <td>Quarter 3</td> <td>Quarter 4</td> </tr> <tr> <td>No. of queries :</td> <td>1</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>0</td> <td>1</td> <td></td> <td>0</td> </tr> </table> <p>The department had 2 audit queries in the year which were responded to and rectified</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of queries :	1					0	1		0
Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4															
No. of queries :	1																		
	0	1		0															
Assessment area: Social and environmental safeguards																			

LG Education Department has disseminated and promoted adherence to gender guidelines

Maximum 5 points for this performance measure

- Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2

2

The departmental Work plan and Budget for FY 2017/2018 do not highlight gender issues. However, the following reports on gender mainstreaming were seen.

Handbook for operation and maintenance of water, sanitation and hygiene facilities in schools.

Report on findings on gender responsiveness in primary schools in Mukono 2017

Guidelines for Monitoring and Implementation of National Action Plan on Women (NAPW) was seen. It was dated 2004

Gender Budgeting guidelines and Analytical tools for higher local governments manual (2006) was seen

- Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2

2

Minutes of Mukono Dreams Implementing Partners' meeting- 28th /Sept/2016 were seen and indicates gender activities in schools. The gender activities as per the minutes were supported by RTI (International NGO)

Constructed latrines for male, female were seen in the 4 sampled schools

SMCs composition had both male and female, although the female were only 3 in all the committees seen

- Evidence that the School Management Committee meet the guideline on gender composition: score 1

0

SMCs composition had both male and female, although the female were only 3 in all the committees seen. This is lower than the recommended minimum of 1/3.

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 environmental policy documents were seen</p> <p>No evidence of Minutes of meetings between DEO environment officer was seen.</p>
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LGPA 2017/18

Health Performance Measures

Mukono District

(Vote Code: 542)

Score 66/100 (66%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	6	<p>The staffing norm is 90%. The district has recruited most of the health workers and support staff. The 10% deficit are post that need replacement following retirement of the cadres and lack of a wage bill to fill some posts</p>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<p>The recruitment plan outlining vacant posts was submitted to CAO on 6th April 2017</p>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	<p>There are 31 government Health facilities. List was availed. 20 officers in charge were appraised. Copies of appraisal reports were availed. Appraisal reports for two were not signed by the Responsible Officers. 9 Officers were not appraised. No reports were found in their personal files</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4 	4	<p>All the 52 health facilities have health workers equitably distributed to include HC IVs, HC IIIs and IIs</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	0	<p>Only one guideline on Uganda National Infection Prevention and Control has been signed for by the health facilities and found in 2 of the three health facilities visited. Only one communication on guidelines and circulars have been issued by the office of the DHO.</p>
		<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	<p>No evidence that meetings with held with health facility in charges to explain policies and guidelines and circulars at national level</p>
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<p>Mukono District has no district hospital. Evidence of support supervision seen for Kojja HC IV and health facilities in Nakifuma HSD dated 06/03/2017. No evidence that Nagalama, a PNFP hospital has been supervised.</p>
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 80 - 99% of the health facilities: score 2 • 60 - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0</p>	3	<p>All facilities have been supervised, total of 52 health facilities. These have been jointly supervised by the DHT and vertical programs such as HIV care and treatment, EPI, data quality assessments</p>

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	6	<p>Support supervision reports to lower level health facilities seen for Kojja HC IV (an HSD) and Nakifuma HSD-seen reports for the period 2nd to 10th July 2017 and 1st to 31st March 2017, 6th March 2017.</p> <p>Other support supervision reports were seen during the field visits to Kyetume and Seeta Nazigo HC III</p>
8	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p>	4	<p>Action plans have been developed and feedback given to CAO on health sector performance based on findings from the support supervision visits. Updates to CAO made on 19th June 2017 on follow up of action points out of 4th quarter 2016/2017 joint support supervision. A review meeting was held with incharges on 25th and 29th July 2016 to review health facility performance. Other meetings were held on 21st April 2017 and 21st July 2017, with CAO, DHT and health unit incharges.</p>
		<p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	0	<p>Many meetings have been held amongst members of the DHT, health facility in charges and implementing partners. No specific recommendations have been followed up with specific activities during FY 2016/2017 and 2017/2018</p>

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<p>All the 60 health facilities, public, PNFP and private monthly, quarter and annual outputs are reflected on OBT. Only 52 health facilities that receive PHC funds and names appear in OBT.</p>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	2	<p>The Council Committee responsible for Education and Health met 5 times during FY 2016/17 and there was evidence in the minutes of discussion of service delivery issues including reports. Committee Meeting of 21st March, 2017 – discussed AWP & budget for Education and Health under Min 04/SC/21/2017</p>
		<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>Committee Meeting of 21st March, 2017 – discussed AWP & budget for Education and Health under Min 04/SC/21/2017</p> <p>Council of 28th March received and approved submissions from the sector as per resolutions presented.</p>

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>The three health facilities visited have functional HUMC committees where budget and resources are discussed. It was not possible to get all minutes of the four mandatory meetings for the FY2016/2017 Two of the three health facilities visited; Kojja HC IV (2/4), Seeta Nazigo HC III (2/4). Minutes for FY 2017/2018 were available for the two facilities-Kojja (1), Seeta Nazigo (2). Kyetume CBC HC III minutes files was not availed as incharge was away</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>All health facilities receiving PHC funds both public and PNFP have been publicised on the health department 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 	0	<p>Workplan for procurement of goods and services FY2017/2018 was received on 24th May 2017 by CAO and PDU with items of stationary, car repairs, construction of Kawawo HC III OPD</p>
		<p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	2	<p>Not applicable. There is no development budget in the health department released for FY2017/2018 (PHC development). Only micro procurements of less than one million are requested by the health department using the Local government form (seen) and purchases such as fuel of >1 million using the local purchase order</p>

14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time: • 100% - score 8 • 70-99% – score 4 • Below 70% - score 0 	8	<p>Procurement plan 2017/2018 is available for Kojja HC IV and signed by the DHO on 21st December 2016. The modified medicine kits for all health facilities was available and signed off by the DHO for 2017/2018 although date of signing was not indicated.</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 	0	<table border="1"> <thead> <tr> <th>VR No</th> <th>Payee</th> <th>Amount</th> </tr> <tr> <th>Invoice</th> <th>Recommendation</th> <th></th> </tr> <tr> <th>Delay</th> <th></th> <th></th> </tr> <tr> <th>date</th> <th>date</th> <th></th> </tr> <tr> <th>days</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>PV-HE00419</td> <td>Total Uganda</td> <td></td> </tr> <tr> <td>3,797,250.00</td> <td>24/3/2017</td> <td></td> </tr> <tr> <td>30/3/2017</td> <td>9</td> <td></td> </tr> <tr> <td>PV-HE00406</td> <td>Total Uganda</td> <td></td> </tr> <tr> <td>3,873,650.00</td> <td>24/3/2017</td> <td></td> </tr> <tr> <td>30/3/2017</td> <td>6</td> <td></td> </tr> </tbody> </table>	VR No	Payee	Amount	Invoice	Recommendation		Delay			date	date		days			PV-HE00419	Total Uganda		3,797,250.00	24/3/2017		30/3/2017	9		PV-HE00406	Total Uganda		3,873,650.00	24/3/2017		30/3/2017	6	
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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>In the absence of a record on when departments make submissions, it was not possible to verify compliance although the Planner verbally reported that the Health Department had submitted on time.</p>																																	

17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	2	<p>I reviewed internal audit reports for four quarters of FY 2017 dated 21st February, 2017 for first and second quarter, 19th May, 17, for 3rd quarter and 14th August, 17, for 4th quarter and found the following:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="1" data-bbox="1037 481 1500 627"> <thead> <tr> <th>Quarter</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of quarries :</td> <td>0</td> <td>0</td> <td>2</td> <td>1</td> </tr> </tbody> </table> <p>The department had 3 audit queries in the year which were responded to and rectified</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of quarries :	0	0	2	1
Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4										
No. of quarries :	0	0	2	1										

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	<p>The gender composition for health facility HUMC stands at 39% for 35 out of 52 health facilities listed by the DHO. All health facilities have females represented on the HUMC and health unit management guidelines have been issued to all the 3 health facilities visited; Kojja VHC IV, Seeta Nazigo HC III and Kyeteume CBC HC III.</p>
		<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	<p>There is a letter on sanitation activities to be conducted at sub county level, letter dated 10th July 2017 signed by the DHO to the health facility incharges. The subject of the letter: Guidelines on implementation of Environmental Health/sanitation in all sub-counties but did not include separating facilities for men and women</p>

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	<p>The Uganda National Infection Prevention and Control Guidelines (2013) which includes medical waste management was distributed to all health facilities. All health facility incharges signed and received these guidelines in 2016.</p>
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LGPA 2017/18

Water & Environment Performance Measures

Mukono District

(Vote Code: 542)

Score 59/100 (59%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				

1

The DWO has targeted allocations to sub-counties with safe water coverage below the district average.

Maximum score 10 for this performance measure

• Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10

0

Based on district update information from the DWO , five sub-counties i.e. Koome (20.9%), Ntengeru (22.3%), Mpaata (31.5%), Kyampisi (55.9%), and Nama (56.4%) have safe water coverage below the district average which stands at 57.2% as of June 2017.

Note: The above figures from the district are different from the figures in the Uganda Water Atlas (June 2017), and seven sub-counties i.e. Koome (6%), Ntengeru (50%), Mpaata (36%), Kyampisi (73%), Nama (41%), Nabbaale (69%) and Seeta-Namuganga (73%) are below the district average of 74%.

Only 3 out of the five sub-counties have been targeted in FY 2017/18 as established from the AWP 2017/18:

- Koome –none
 - Ntenjeru – 9 borehole rehabilitations (*Gonve, Nsanja, Lwabukumbi, Kulubi 1. Kulubbi II, Kijuko, Bunakijja, Kikooma, Kikuuta*)
 - Mpaata - none
 - Kyampisi - 11 borehole rehabilitation (*Nkonge, Kakookola, Kabale Trading Center, Kyampisi, Kwaba, Nkonge mosque, Mulungiomu, Baziwane, Namasumbi P/S, Kabuzi, Subuyungo*)
 - Nama - none
- Other sub-counties targeted:
- Mpunge (82.6%) – 5 borehole rehabilitations (*Masujju, Kiruddu, Kikeera, Mpunge JICA, Buleebi*)
 - Kimeyedde (67.8%)- *Phased construction of Mayangayanga RGC (borehole pumped)*

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>From the Annual Progress Report for FY 2016/17, the projects in the sub-counties with coverage below the district average were implemented</p> <ul style="list-style-type: none"> • Nama – 2 production wells in Kisowera, RGC • Ntenjeru – 3 deep boreholes (hand pump) in Bugolombe, Bwanga, and Bunakanda • Mpatta – 2 deep boreholes (hand pump) in Ntunda and Kiyanja
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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>	15	<p>Total number of projects implemented in FY 2016/17 as established from the Annual Progress Report for FY 2016/17 were :</p> <ul style="list-style-type: none"> • Drilling and Installation of 9 deep wells (hand pump) and 6 production wells. • Rehabilitation of 24 boreholes <p>From the supervision and monitoring reports reviewed , all contracts covering all 39 facilities (100%) were monitored at least once with details as shown below;</p> <ul style="list-style-type: none"> • 9 borehole (hand pumps) and 6 (production wells) - <i>(monthly reports of July 2016 – June 2017, quarterly reports – Jul – Sept’16 (dated 2/9/16), Oct-Dec’16 (dated 6/1/17), Jan-Mar’17 (dated 5/4/17) and Apr-Jun’17 (dated 5/7/17), Jan-Mar’17 (dated 5/4/17) and Apr-Jun’17 (dated 5/7/17))</i> • Rehabilitation of boreholes - <i>(monthly reports of November and December 2016, quarterly reports – Oct-Dec’16 (dated 6/1/17), Jan-Mar’17 (dated 5/4/17))</i>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	10	<p>List of facilities in the performance contract and OBT for FY 2017/18 includes 1 construction of Mayangayanga RGC (borehole pumped) (phased), and 15 borehole rehabilitations. This is consistent with the MIS information obtained from MWE.</p>
Assessment area: Procurement and contract management				

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<p>None of the procurement requests seen for the planned projects in FY 2017/18 was submitted on time (by April 30th 2017):</p> <ol style="list-style-type: none"> 1. Casting and Installation of Hand pumps (<i>submitted 21/11/17</i>) 2. Fuel for drilling hand pumps (<i>submitted 21/11/17</i>) 3. Construction of the Mayangayanga piped water system (<i>at CAO's office for signature</i>).
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6

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

Maximum 8 points for this performance measure

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

2

Contract Managers were assigned to the different contracts by the DWO for the sampled contracts completed in FY 2016/17 as shown below;

1. Borehole rehabilitation, Installation of Hand pumps and casting and caging of production wells (Contractor – Mastak Investments Ltd) Contract Manager – Nadduli Denis (Head of Drilling Crew) (letter of appointment seen dated 29/07/16), Contract Implementation Schedule (not signed)

2. Design of piped water supply systems in at Mpoma-Kisowera-Naalya and Mayangayanga-Nakibano-Kasana RGCs (Consultant – International Project Management Systems Ltd) , Contract Manager – Tusiime Carol (ADWO/Mobilisation) (letter of appointment seen dated 04/01/17), Contract Implementation Schedule (not signed)

3. Siting and construction supervision of production wells (Aquatech Enterprises Ltd), Contract Manager – Kasumba Wasswa (ADWO-Water Supply) (letter of appointment seen dated 29/07/16), Contract Implementation Schedule (not signed)

Regular monitoring visits were carried out for all the contracts as evidenced by the monthly and quarterly monitoring and supervision reports.

<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	2	<p>For the sampled projects completed in FY 2016/17 which included 2 production wells at Lukojo and Mpoma villages, and two deep boreholes (hand pump) at Ntulumuko Gaaza and Bugolombe, construction is as per the designs.</p>
<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	0	<p>Although, from the field visits to the sampled facilities completed in FY 2016/17, the communities are using the facilities and are in charge of daily O&M. no handover reports were availed.</p>
<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	0	<ol style="list-style-type: none"> 1. Muko542/Srvcs/16-17/013 – Aquatech Enterprises Ltd – Contract for Siting and Drilling Supervision of 8 production wells and 11 hand pumps – substantial completion certificate (dated 02/08/17), no completion report seen 2. Muko/542/Srvcs/16-17/0021- Mastak Investments Ltd - Contract for Rehabilitation of 24 deep boreholes–, Field certificates of completion of works for the 24 rehabilitated boreholes seen. Completion report (dated 22/03/2017)

• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

0

Sample payments to suppliers and contractors reviewed revealed that it took between one day and six days to clear payments.

VR No	Payee	Amount	Invoice Recommendation	Delay
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Days	date	Days
PV- WK00107	Total (u)	
1,874,125	12/10/2016	
12/10/2017	0	
PV-WK00099	Victoria	
80,812,001	18/10/2016	
19/10/2016	1	
PIV-0001245	Total(u)	
2,997,660	23/12/2016	No
date	-	
PV-WK00127	Total(u)	
21,376,000	23/12/2016	
None		
PV-WK00135	Total(u)	
29,575,144	10/02/2017	
10/2/2017	0	
PV-WK00130	Sas	
3,713,000	9/01/2017	
9/1/2017	0	
PV-WK00133	Kalaza	
5,099,500	26/01/201	
2/02/2017	6	
PV-WK00132	Kalaza	
1,118,600	26/01/2017	
2/02/2017	6	
PV-WK00159	Lake	
14,100,000	21/03/1017	
22/04/2017	0	
PV-WK00205	Mastak	
7,764,400	22/03/2017	
22/03/2017	0	
PV-WK00249	Total(u)	
10,288,050	6/6/2017	
8/6/2017	2	
PV-WK0031	Lake spider	
44,650,000	16/6/2017	
19/6/2017	3	
PV-WK00123	Aquatec	
30,747,024	21/11/2016	
22/11/2016	1	

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	0	<p>in the absence of a record in the Planners Office, it was not possible to ascertain the department's compliance to this requirement, especially in the event that the District submitted the overall report late,</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	<p>I reviewed internal audit reports for four quarters of FY 2017 dated 21st February, 2017 for first and second quarter, 19th May, 17, for 3rd quarter and 14th August, 17, for 4th quarter and found the following:</p> <ul style="list-style-type: none"> Internal Audit findings on the sector <table border="1" data-bbox="1037 1142 1524 1321"> <thead> <tr> <th>Quarter</th> <th>Quarter 1</th> <th>Quarter 2</th> <th>Quarter 3</th> <th>Quarter 4</th> </tr> </thead> <tbody> <tr> <td>No. of queries :</td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table> <p>The department had 1 audit queries in the year which were responded to and rectified</p>	Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	No. of queries :	0	0	0	1
Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4										
No. of queries :	0	0	0	1										
Assessment area: Governance, oversight, transparency and accountability														

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	3	<p>Committee for Works and Technical Services met three times on 27th September 2016; 21st March 2017 and 4th April 2017 – to discuss presentations from the Water Department under Min: 04/WTSSC/2016 – Presentation for Water Department; which included discussion of the implementation status of planned activities; Quarterly Performance Reports; and the Annual Work plan activities for 2017/2018</p>
		<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>- Council of 28th March received and approved submissions from the sector as per resolutions presented.</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	0	<p>The AWP and budget for FY 2017/18 has not been displayed on the Works Department Notice Board. Information on 3rd Qtr release seen on main District Notice Board (dated 16/01/2018). No expenditures displayed as it's not a practice in the Water Department.</p> <p>The district has a website www.mukono.go.ug but no information of budgets, expenditures and releases for the Water department.</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 	0	<p>From the field assessment (both FY 2016/17 and 2017/18 sampled projects), labelling is not sufficient as shown:</p> <ul style="list-style-type: none"> Boreholes - on the concrete apron (source name, reference no. and date of construction), on hand pump (name of contractor)

		<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>Information on tenders for the FY 2017/18 projects (borehole siting and drilling supervision, borehole construction and rehabilitating materials , and test pumping, casting and installation of boreholes) (dated 08/06/17) seen on the Works Department Notice Board. No information on district website.</p> <p>No contract award information is displayed as procurement is not yet finalised.</p>
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	<p>For the planned projects in FY 2017/18, village applications forms seen on file include:</p> <ul style="list-style-type: none"> • Kijjo borehole (dated 11/05/17) • Lukyamu borehole (dated 7/05/17) • Mawotto borehole (25/7/16) • Namyoya borehole (15/05/17)
		<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 	0	<p>From the Software reports for 1st and 2nd Quarter reports for FY 2017/18 (submitted to MWE on 18/10/17 and 19/01/18 respectively) although information is provided on the number of functional WSCs (collect O&M funds, carry out preventive maintenance and repairs etc), no evidence is given.</p>
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 	0	No Environmental Screening Report availed for the boreholes.
	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 	0	No Environmental Monitoring reports seen for the drilling of boreholes and borehole rehabilitation as not environmental screening was done.
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	0	No clauses on environmental protection seen.
14	The LG Water department has promoted gender equity in WSC composition.	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	0	Lists of WSC composition for the sampled facilities were not availed.
	Maximum 3 points for this performance measure			
15	Gender- and special-needs sensitive sanitation facilities in public places/RGCs.	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	According to the DWO, VIP latrines were not budgeted for in the past few years. There were therefore no recent facilities to assess.
	Maximum 3 points for this performance measure			