



LGPA 2017/18

Accountability Requirements

Ntoroko District

(Vote Code: 595)

Assessment	Compliant	%
Yes	2	33%
No	4	67%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	LG submitted the performance contract for 2017/2018 to ministry of finance draft by 6/04/2017 as per copy of counter yellow receipt issued and final on 7/8/2017 as per ministry register, beyond 30th June	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	LG submitted budget as part of the performance contract, but no approved procurement plan was accompanying as per copy verified at ministry of finance. At district level, copy of procurement plan submitted to PPDA Mbarara regional branch was seen stamped received on 6/09/2017.	No
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	LG submitted the annual performance report to ministry of finance on 14/8/2017 as per counter copy of yellow receipt issued, which is beyond 31st July	No

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)</p>	<p>xxxxxx</p>	<p>LG made all quarterly submissions Q1 16/11/2016, Q2 23/2/2017, Q3 15/5/2017 and Q4 14/8/2017 to ministry of finance as per counter copies of yellow, which is beyond 31st July</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>xxxxx</p>	<ul style="list-style-type: none"> • The district submitted the report on 17/3/2017 as indicated by the stamp on the report by the office Internal Auditor Generals 	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxx</p>	<p>The report from the Auditor General for 2016/17 obtained from their offices indicated that the district is No. 45 on page 200 of the report among 146 DLGs and MCs with unqualified opinion.</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Ntoroko District

(Vote Code: 595)

Score 56/100 (56%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has: • A functional Physical Planning Committee in place that considers new investments on time: score 2.</p> <p>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</p>	0	<p>Physical Planning Committee in place as per CAOs letter appointing members dated 28/09/2016 composed of 13 members as per Physical Planning Act 2010. Only one set of minutes seen dated 5/09/2016. District lacks substantive Physical Planner, presently using Assistant Physical Planner for Karugutu T/C. No Physical / Structural Plan has been developed due to lack of substantive Physical Planner and funds.</p> <p>No physical / structural plan has been developed and therefore no submissions yet.</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<p>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</p> <p>• 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.</p> <p>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1.</p>	2	<p>Budget conference held on 11/10/2016 and report seen. Projects like latrine and classroom construction, construction of ward at Karugutu HCV in AWP are derived from budget conference priorities.</p> <p>Five year approved Plan 2015/16-2019/20 seen. Projects in AWP like latrine construction and classroom construction pg 58-59, then completion of theatre and doctors' house plus completion of general ward at Karugutu HCV were derived from the five-year plan.</p> <p>Profiles seen eg. Spring well protection, borehole drilling, road maintenance, completion of Karugutu ward attached to AWP/Budget 2017/18 and prepared as per format 2014 planning guidelines. TPC sitting 30/3/2017 discussed the profiles as per minute 7/DTPC/March/2017.</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>Statistical Abstract 2015 seen with disaggregated population data with S/Cs such as Karugutu T/C and Butungama having highest population figures. However, resource allocation per S/C has still been recentralised and LGs no longer have discretion. There is need to deepen disaggregation. Discussed in TPC sitting 13/09/2016 under min. 5/DTPC/Sept/2016.</p>
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	2	<p>Projects in report of last FY such as borehole drilling pg 103, bridge construction pg 166, spring protection pg 165, classroom construction and completion of lab were derived from SAWP/Budget of the same FY.</p>
		<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	2	<p>61 Projects sampled, 54 were complete and 5 not. Hence completion rate of 88.5%. Un completed projects are due to; difficult terrain, delayed procurement process, weak capacity of some contractors and for the presidential pledge school implementation guidelines delayed to come</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 	2	<p>Spring protection at Nombe budget 6,100 and spent 5,688, Classroom rehabilitation at Kyabandara budget was 7,970 and spent 7,723, construction of production department lab budget was 41,500 and spent 37,607, spring protection at Karugutu budget was 6,100 and spent 5.688 plus classroom at Umoja budget 82,000 and spent 74,550. Then completion of Administration block at Kibuku budget 17,000 and spent 17,000 (figures in 000s).All within budget and not exceeding the max. 15% plus or minus</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 	0	<p>Under water, district support to O&M was budgeted 11,250, but spent only 2,351, community based management budget was 6,250, but spent only 2,588 (figures in 000s). All below 80%</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	<p>Three (3) out of the eight (8) HoDs in post have the appraisals done as per the personal files i.e. head production department file no. CR/D/10562, head CBS department file no. CR/D/10104 and head works. The others have no evidence of appraisal for 2016/17 FY on file.</p>
		<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	<p>Out of the 8 HoDs in post, one (1) is substantively appointed i.e. DEO file no. CR/D/10079 appointed on 4/2/2013. The other seven (7) are assigned duties. The District no DCAO.</p>
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for recruitment have been considered: score 2 	2	<p>There were no submissions made for recruitment during the FY 2016/17. The DSC term of office expired before the beginning of the FY and a new one was appointed in May 2017 i.e towards the end of the FY.</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<p>Submissions for teachers, health workers and traditional civil servants were made to DSC on 25/5/2017 and 29/5/2017. These were considered during the DSC sitting of 14th – 15th June 2017 under minutes 1/2017 – 12/2017.</p>
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	0	<p>One case was submitted for disciplinary action to the DSC on 3/5/2017 i.e. Dr. Okello Maxwell (Medical Officer). His case had not been considered by the DSC as at the time of assessment.</p>

8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<p>• 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</p> <p>• 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</p>	<p>3</p> <p>0</p>	<p>There were no recruitments made during FY 2016/17. No body failed to access the payroll not later than 2 months.</p> <p>During 2016/17 FY, three (3) staff retired i.e. Muhindo Francis (clinical officer) retired on 29/12/2017, Karumba John retired on 1/4/2016 and Thembo Amon retired on 30/6/2017. By the time of assessment, none had accessed payroll not later than two months from the date of retirement i.e. 0%.</p>
Assessment area: Revenue Mobilization				
9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<p>• 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.</p>	<p>4</p>	<p>• From the final accounts, actual revenue collection page 13 in 2015/16 was 144,910,919 as compared to actual collection page 13 in 2016/17 = 499,376,735. An increase of 354,465,816, equivalent of 245% increase.</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<p>• 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.</p>	<p>2</p>	<p>.The revenue budgeted in 2016/17 page 22 = 492,078,000</p> <p>• But actual collecti 499,376,735.</p> <p>Ratio = $499,376,735 / 492,078,000 \times 100 = 101 - 100 = 1 \%$</p> <p>• Or Actual collection was higher than budgeted amount by $499,376,735 - 492,078,000 = 7,298,735$</p> <p>• An equivalent of 1 %.</p>

11	Local revenue administration, allocation and transparency Maximum 4 points on this performance measure	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	0	<ul style="list-style-type: none"> The district remits only LST to LLG which is the only OSR collected by the district. From the revenue ledger, actual LST collection 25,266,800 From the Trial balance page 63 remittance code 263104 = 15,445,975 = $15,445,975/25,266,800 \times 100\% = 61\%$
		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	Of the 499,376,735 OSR collected, the district has spent under code (211103) 22,189,000 on Council allowances = 4 %

Assessment area: Procurement and contract management

12	The LG has in place the capacity to manage the procurement function Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	2	<p>Senior Procurement Officer Position Substantive vide;</p> <ul style="list-style-type: none"> Appointment on Promotion, CAO letter, DSC minute No. 43/DSC/2012, dated 4/02/2013. <p>Procurement Officer Substantive vide</p> <ul style="list-style-type: none"> CAO's Letter, dated 10/04/2014 & DSC minute, 77/DSC/2014
		<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>TEC Reports are based on list of projects/Procurements. Sampled files:</p> <ul style="list-style-type: none"> NTOR595/Wrks/2016-17/00021: Construction of 3 classroom Block at Rwamabale P/S in Rwamabale S/C, Amount 108,164,378 UGX Contractor: K.Davids and Friends. TEC Report 28th October 2016. NTOR595/Wrks/2016-2017/00019: Construction of Drilling of 5-Botehole Amount: 114,277,500 UGX Contractor/s GIC Logistics and Engineering LTD. TEC Report dated; no date NTOR595/Srvc/2017-18/00035 Renovation of Kanara Administration Block and Fisheries Officer, Amount: 29,810,300 UGX Contractor; Kagu Construction Co. LTD, TEC report dated; 26th /10/2017

		<ul style="list-style-type: none"> • Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	1	<p>DCC approved the TEC recommendation vide; -</p> <ul style="list-style-type: none"> • NTOR595/Wrks/2016-2017/00019: Construction of Drilling of 5-Botehole Amount: 114,277,500 UGX Contractor/s GIC Logistics and Engineering LTD. The project was deferred due to the need to include sitting and feasibility study. The Dist. Water Officer letter to PDU dated, 10th November 2016 advising the TEC to evaluate the bid as advertised for drilling only though some contractors had included feasibility study. Thus the drilling did not commence as scheduled as the District Water Officer had to procure another contractor to conduct the feasibility study for 5-Boreholes vide; a Report on Hydrogeological and Geophysical Survey date May/2017 by Scan Water Contractors & Consultants LTD Under NTOR595/Srvs/2016-2017/00096, Award letter 23/01/2017, Stamped & Signed CAO Ntoroko. The project is completed and in use.
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	0	<p>Ntoroko District Procurement plan 2017/18 dated 19th June 2017 stamped CAO Ntoroko District, have projects by Sector Stamped received by PPDA 6/09/2017.</p> <p>Ntoroko District Procurement plan 2016/17 dated 20th October 2016 Sampled project: NTOR595/Wrks/2016-2017/00020 Construction of a staff house at Kanyamukura P/S in Rwebisengo S/C</p> <p>Plan Vs Actual Bid Invitation 12/09/2016 Vs 22/9/2016 Bid Closing & Opening 20/10/2016 Vs 24/10/2016 TEC 24/10/2016 vs 4/11/2016 Award by CC 07/11/2016 vs 05/12/2016 While most projects have planned dates in the procurement plan the above project had date deviation due to delays by user departments to submit procurement requisitions.</p>

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

Maximum 6 points on this performance measure

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

0

Investment/Infrastructure project planned are 28 in PP

Sampled project: NTOR595/Wrks/2017-2018/00019; Rehabilitation of Wanker Culvert Bridge along Kacwamba-hale Wanka Road 11km, Bid date, 12th /9/2017, Advert notice New vision dated 12th September 2017 page 45

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

2

Ntoroko District Local Government Contract Register started 2011/2012. Serial No. 001 with a date 10/01/2012 Contractor ASA T Wamala: periodic maintenance of works. Contractor no 023 amount 30,000,000 UGX to the current FY HIM services LTD Construction of a 2 stance VIP latrine at New hope and great valley P/s, Amount 38,818,696 UGX

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

2

National Bidding Above 50 million

NTOR595/Wrks/2016-2017/00019: Construction of Drilling of 5-Botehole Amount: 114,277,500 UGX Contractor/s GIC Logistics and Engineering LTD.

Selective Bidding 30 million

NTOR595/Srvc/2017-18/00035 Renovation of Kanara Administration Block and Fisheries Officer, Amount: 29,810,300 UGX Contractor; Kagu Construction Co. LTD

Micro Bidding

Ag. District production and marketing Officer, Procurement of 1 Laptop estimate 1,860,000 UGX, Games Technologies LTD, 24th 01/2017

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	2	<ul style="list-style-type: none"> NTOR595/Srvc/2017-18/00035 Renovation of Kanara Administration Block and Fisheries Officer, Amount: 29,810,300 UGX Contractor; Kagu Construction Co. LTD Inspection report: dated 01/02/2017 Certificate: NTOR595/Wrks/2017-2018/00019; Rehabilitation of Wanker Culvert Bridge along Kacwamba-hale Wanka Road 11km, Inspection Report: 28th /12/2017; Interim Certification 15/01/2018 signed by Dist. Engineer Construction of a teachers house and a 2 stance VIP latrine at Knaymukura P/S, Contractor Kamu-Kamu Civil Works LTD NTR595/Wrks/2016-17/00020 Amount 82,850,721 UGX Certificate Signed by CAO 15/01/2018, Dist. Eng 28/9/2017, Education Office 5/10/2017
		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	2	<p>CAIIP-3/NTOROKO-BATCH A/Lot-52 Extension of the rehabilitation of 18.3km of community Access Road in Bweramule S/C, Contractor: Nippon Parts (U) LTD BOQ item 6.4 Bill Boards Cost 3,000,000 UGX</p>
Assessment area: Financial management				
16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	4	<ul style="list-style-type: none"> Bank reconciliations are done on monthly basis as verified from the cash books presented by the CFO. General Fund on 2/1/2018, Education on 2/1/2018 and Health on 2/1/2018, for December 2017

17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	0	<ul style="list-style-type: none"> • There is no payment claim register and could not easily verify overdue bills
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3. 	0	<ul style="list-style-type: none"> • There is no substantially appointed Internal Auditor but all the quarterly internal audit reports are produced <p>Quarter 1 on 1/11/2016</p> <p>Quarter 2 on 1/2/2017</p> <p>Quarter 3 on 10/4/2017</p> <p>Quarter 4 on 30/8/2017</p>
		<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	<ul style="list-style-type: none"> • No evidence was provided as proof on the status of implementation of internal audit findings to the council & DPAC. • Internal audit report to the Audit Committee for Western region dated 31/10/2017 showed that a number of issues remained outstanding at the end of the financial year among which over 76,000,000 was un accounted for funds

		<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	<ul style="list-style-type: none"> No evidence of submission of the reports to the relevant authorities was presented during the assessment. However, PAC report dated 20/11/2017 for quarter 1& 2 Internal Audit reports dropped 48,000,000 of unaccounted funds after accountabilities were made. PAC sitting on 7th to 13th, minute No. 18/DPAC/11/2017 reviewed 3rd & 4th Internal Audit reports. In quarter 3 alone 88,222,264 had not been accounted for.
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	<ul style="list-style-type: none"> The Assets register though in place, the one in the IFMIS cannot be printed. The system does not allow for the values to be entered. Values for the road equipment from ministry of works not provided.
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	4	<ul style="list-style-type: none"> Ntoroko District local government obtained unqualified opinion as reflected in the Auditor General Report on page 200 and No. 45 from the list.
Assessment area: Governance, oversight, transparency and accountability				

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</p>	2	<p>Council of 19/04/2017 approved land board, council sitting of 7/4/17 discussed laying budget 2017/18 min. CM/23/04/NDLG/2017. Also discussed recruitment plan, staff structure for S/Cs & T/Cs, boards and commissions. Council of 21/12/2016 discussed other sectoral reports, DSC, boards and commissions.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<p>• Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</p>	0	<p>CAOs letter dated 4th /May/2017 to Mr. Mughuma assigned him duties of public relations officer handling complaints and grievances. But no evidence of handling and feedback.</p>
23	<p>The LG shares information with citizens (Transparency)</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	0	<p>No payroll or pension schedule were displayed on the notice board.</p>
	<p>Total maximum 4 points on this Performance Measure</p>	<p>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1</p>	1	<p>Best evaluated bidder notice dated 6/Feb/2018 indicating companies awarded and contract amounts eg. Construction VI[P latrine at Masojo P/S and fencing of Bwizibwera P/S to HIM Services LTD at 30,300, 768/=. Need to display even more.</p>
		<p>• 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.</p>	0	<p>N/A</p>

24	The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	1	Support to LLGs new guidelines and IPFs 2017/18 dissemination meeting report seen with attendance by S/Cs and T/Cs. Need to improve on evidence. However this needs to be deepened.
	Maximum 2 points on this performance measure	<ul style="list-style-type: none"> • Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	1	Baraza conducted in 2016/17 on 20-21/Oct/2016 at Kanara Town Council, and deep presentations by production, works and technical services etc seen.

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.	<ul style="list-style-type: none"> • Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2. 	0	<p>Ntoroko District 5Year District LGDP) 2015/16-2019/2020 Signed and Stamped by CAO 6th March 2017 and LC V chairperson. Gender Analysis, cause effects and Strategies pages 21-26. Specific proposed projects in the project profile do not have Gender Concerns mitigation measures.</p> <ul style="list-style-type: none"> • Mainstreaming of gender Issues to Ntoroko DTPC meetings Ref: CR/220/1 dated 7th /5/2017.signed Ag. DCDO
		<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	0	<p>Ntoroko District Local Government AWP 2016-2017 page 123 signed CAO 15/2/2016. No allocation towards Gender mainstreaming</p> <p>Budget estimates for the FY 2017/18 page 39 Allocation Gender mainstreaming 108107- Allocation 3,000,000UGX page 42. Performance Contract CAO signature dated 3/7/2017 cover page, received by MoFPED on 7th /8/2017</p>

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 2 	2	<p>Evidence of environmental Mitigation measures seen in the DDP pages 204-213, While these measure are well profiled they are not costed. Dated 6/3/2017</p> <ul style="list-style-type: none"> • Construction of the 2 classroom Block at Umoja P/S dated 6/01/2017 • Construction of 23 Classroom Block at Rwamabale P/s, dated 4th/01/2017 • Construction of a staff house at Kanyamukura P/s with 2 – stance latrine.
		<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 evidence presented as follows;</p> <ul style="list-style-type: none"> • NTOR595/Wrks/2016-17/000168: Renovation of a 2 Classroom Block with a 5-stance VIP latrine at Kiranga P/s, Cost 30,609,200 UGX Contractor Kamu-Kamu Civil Works LTD, Page 2/9 item 11 cost on Environment 160,000 UGX
		<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	<ul style="list-style-type: none"> • No evidence presented except attempt to fence off projects site is the only ownership or security
		<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 	2	<p>Evidence adduced is as follows;</p> <ul style="list-style-type: none"> • Rehabilitation of Bweramule-Rwambale road 18.3 Km under CAAIP 3 Certification Form 1 signed by Dist. Environment Officer dated 6/9/2016. • Rehabilitation of 11.4km Bweramule , Kyapa, Bugando, Kabimbili dated 6/9/2016



LGPA 2017/18

Educational Performance Measures

Ntoroko District

(Vote Code: 595)

Score 47/100 (47%)

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	<ul style="list-style-type: none"> The LG had had budgeted for 335 teachers in 37 schools as in the performance contract 2017/18, pg 22 but due to wage bill provision, currently the department is operating with 325 teachers, accounting to a minimum average of 9 teachers per school.
		<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 	4	<ul style="list-style-type: none"> Every school out of 37 schools in the LG has a head teacher either by appointment or assignment as evidenced on schools sampled, Rwebinyonyi-8, Rwebisengo – 10, Rwamabale – 8, Itojo p/s -10, and Kibuku p/s - 9. Basing on deployment list (D) in DEOs office, and the field sample schools visited indicates the schools staff on ground (Ss) confirms the minimum standards met: Rwebinyonyi D 9-Ss 8, Rwebisengo D 7-Ss10, Rwamabale D 7-Ss 8, Itojo D 7-Ss 10, Kibuku D 5- Ss 9.

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 	0	<ul style="list-style-type: none"> The approved structure for teaching staff according to the performance contract 2017/18 pg 8 of the recruitment plan shows 456 teachers. However, the currently filled positions are 331. $331/456 * 100 = 72\%$.
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	6	<ul style="list-style-type: none"> The approved and adopted department staff structure indicates 2 positions of school inspectors substantively filled; (District inspector and schools inspector)
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</p>	2	<ul style="list-style-type: none"> The sector recruitment plan for teachers in FY 2017/18, in the performance contract annex pg 8 of the recruitment plan, indicates 125 teachers in total at all levels.
		<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</p>	2	<ul style="list-style-type: none"> The sector recruitment plan for teachers in FY 2017/18, in the performance contract annex pg 8 of the recruitment plan, indicates 125 teachers in total. All inspectors of schools are full.

5	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.	Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3	0	The District has two (2) school inspectors including the DIS. There is no evidence of appraisal on file for DIS the last being done in 2012. The file for the Inspector could not be traced at the time of assessment.
	Maximum 6 for this performance measure	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	0	All 10 sampled head teachers were not appraised. Three had completed the performance agreements but no performance reports for 2016/17 FY were seen.

Assessment area: Monitoring and Inspection

6	The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools	<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 	1	<p>Circulars from MOES are evident by;</p> <ul style="list-style-type: none"> Circular No.14/2016; School feeding program in educational institutions, dated 31/10/2016. Schools and others institutions calendar 2017, dated 18/11/2016. Circular no. 6/2001; Guidelines on handling indiscipline in schools, signed by PS. MoES. Circular Ref: CE/C/23; Temporary ban on the use of corporal punishments in schools and colleges. Signed by PS. MoES.
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		<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 	2	<p>Dissemination of circulars;</p> <ul style="list-style-type: none"> • DEO and teachers meeting Min.7/2/17; Licensing and registering of schools. Dated 1/2/2017 • DEO and head teachers meeting Min.7/10/17: School feeding strategy to provide lunch to learners, dated 6/10/2017, attended 20 teachers.
7	<p>The LG Education Department has effectively inspected all private and public primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all private and public primary schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59% score 1 o Below 50% score 0. 	6	<ul style="list-style-type: none"> • Local government has 37 government aided and 15 private schools registered, totalling to 55 schools; • Term 1 -39, Term 2 – 37, and Term 3 - 37 schools inspected. • Average for all 3 Terms is $38/55 \times 100 = 69\%$
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	4	<ul style="list-style-type: none"> • ISSUE: Education sector meeting on 27/9/2017; min.2b/9/2017 discussed issues of transport for monitoring and inspection of schools in the district. • RESPONSE: Department letter addressed to MoES, request for approval to re-allocate 30,293,112 for procurement of a department vehicle.

		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	2	<ul style="list-style-type: none"> From DES matrix chart indicates two quarters reports submitted to DES.
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	0	<ul style="list-style-type: none"> No evidence on inspection recommendations seen at time of assessment.
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: o List of schools which are consistent with both EMIS reports and OBT: score 5 	5	<ul style="list-style-type: none"> The EMIS report for 2016/2017 from MoES, for Ntoroko is 37 govt and 15 private primary schools which is consistent with DEOs OBT data.
		<p>Evidence that the LG has submitted accurate/consistent data: • Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</p>	0	<ul style="list-style-type: none"> EMIS enrolment data shows total of 14,711 pupils from both govt aided and private schools submitted to MoES; While DEOs office indicates 11,095 against the planned and budgeted No. 12,250, which is not consistent.
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 • Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	<p>0</p> <p>2</p>	<p>Sectoral Committee minutes not seen, purportedly taken by IGG for investigation as per Clerk to Council.</p> <p>Presented education AWP and budget 2017/18 in council sitting 7/4/2017. Verified from council minutes.</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>	<p>0</p>	<ul style="list-style-type: none"> • From SMC file reports sampled in DEOs office, SMCs Functionality is generally average. • Hold meetings and discuss resource issues especially the mandatory approval of budget on UPE releases. • But submission of reports to DEOs office is also rare. The three mandatory SMC meeting reports as evidence, were not seen.

12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	3	<ul style="list-style-type: none"> • Department of education display on notice board the release for 3rd quarter FY 2017/2018 for 37 UPE schools totalling to 45,149,820. • All schools visited had publicised non wage recurrent grant in their offices.
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Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	0	<ul style="list-style-type: none"> • Annual sector work plan seen with all investment projects for 2017/18 including 5 stance latrine for Massojjo and Bweramule P/S and renovation and replacement of blown off roof of two classroom block at Kanyamukura P/S • Procurement requisitions for above projects in AWP were seen at PDU, Initiated by user department on 4th Dec, 2017 and submitted to CAO and PDU on 5/12/2017 • Submissions were not on time, before 30th April.
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14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>1)Construction of a Teachers House, 2 Stance VIP Latrine at Kanyamukura primary school at Rwebisengo Sub County worth 82,850,721 by M/S kamu kamu Civil Works Ltd.</p> <ul style="list-style-type: none"> • Contract date: 13/12/2016 • Certificate No.2 2/2/2017 • Payment date: 7/2/2017 • Voucher No 7464 <p>2) Construction of a Teachers House, 2 Stance VIP Latrine at Kabimbiri primary school at Bweramule Sub County worth 85,379,608 by M/S Kamu kamu Civil Works Ltd.</p> <ul style="list-style-type: none"> • Contract date: 20/1/2016 • Certificate No.4 30/12/2016 • Payment date: 3/1/2017 <p>Voucher No 7454</p>
Assessment area: Financial management and reporting				

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> 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>Q1 14/11/2016, Q2 20/2/2017, Q3 12/5/2017 and Q4 11/8/2017 as per planner 's records. However this is beyond mid-July.</p>
16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points o If all queries are not responded to score 0 	0	<p>No evidence of implementation of audit issues raised were presented during the assessment. Eg Quarter 3 Kusemererwa Maureen had not accounted for 2,315,000; Mutegeki Moses 1,741,000 among others</p>

Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	0	<ul style="list-style-type: none"> Journal of guidance and counselling- MoES; Reporting, tracking, referral and response guidelines on violence against children in schools were seen at DEOs office. But Down the schools, no evidence was seen to guide senior women teachers to handle issues of hygiene and sanitation.
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		<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	0	<ul style="list-style-type: none"> • The schools visited had senior women teachers but were using general knowledge from science and society to handle sanitation of girls but no guideline/ circular seen in this regard. • The department had no evidence of disseminating gender, hygiene, and sanitation
		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<ul style="list-style-type: none"> • SMCs adhered to gender guidelines as stipulated the in education act 2008, second schedule; A minimum of 2 or more members out of 6 founding members should be females. • Verified by a sample schools like, Rwamabale 2, Rweinyonyi 3, Rwebisengo 2, Itojo 3 females.
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	<ul style="list-style-type: none"> • No evidence was accessed by the time of assessment. • However in some schools like Itojo and Rwebinyonyi P/S had planted trees given by Uganda Wild life Authority- UWA. But also had no evidence of guidelines.



LGPA 2017/18

Health Performance Measures

Ntoroko District

(Vote Code: 595)

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	<ul style="list-style-type: none"> • The Local Government Performance contract 2017/18 FY was received by MOFPED on 7th Aug 2018 and has health on pages 17-20. • PHC wage provision is 701,497,000 • The approved structure has 132 PHC workers. • There are 105 in post. In the current FY interviews were conducted in Dec 2017 to fill the position of DHO and anaesthetic officer • The staffing level filled is $107/132 \times 100 = 81\%$ • The district is hard to reach and difficult to attract staff.

2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<ul style="list-style-type: none"> The recruitment plan provides for 4 vacancies DHO, assistant DHO(Maternal Child health);Assistant DHO(Environmental Health), and anaesthetic officer. <p>The LG performance contract 2017/18 was received by MOFPED on 7th Aug 2017 and has the health sector on pages 17-20.</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>The District has one (1) HCIV i.e. Karugutu HCIV. The In charge had not been appraised by the time of assessment. The last appraisal on file is for 2015/16 FY.</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	<ul style="list-style-type: none"> The staff list is dated Nov 2017 and has at least an enrolled nurse and enrolled midwife in each of the 7 health facilities; 1 HCIV; 2 HCIII;4 HCII. The staff are deployed as indicated in the staff list. <p>The PHC wage for the current FY is 701,497,000</p>

Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	3	<p>The guidelines seen at DHOs office include Uganda Clinical Guidelines, Guidelines on eye care, and Guidelines on HIV and Malaria treatment and care.</p> <p>There is a dispatch book at DHOs office in which health facility in charges sign to acknowledge receipt of the guidelines, circulars, and policies issued by the MOH</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 	3	<ul style="list-style-type: none"> DHT meeting minutes of 6th Oct 2016;5th Dec 2016;28th Dec 2016,and 5th Dec 2016 were used to explain the guidelines and policies.
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT has supervised 100% of HC IVs and district hospitals: score 3</p>	3	<ul style="list-style-type: none"> There is one HCIV; Karugutu HCIV Support supervision log books show supervision is conducted monthly by the DHT and partners e.g. 22nd July 2016;7th Sept 2016;27th Dec 2016;15th Feb 2017;20th March 2017;6th June 2017

		<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	<ul style="list-style-type: none"> • Support supervision reports by DHT dated 31st Aug 2016;19th April 2017; and 8th June 2017 • Health facility records e.g. Rwebisengo HCIII on 30th June 2016;15th July 2016;8th Aug 2016;29th Sept 2016;5th Jan 2017;25th Feb 2017;11th April2017 <p>Some of the issues highlighted are;poor internet connectivity in the district; health centres II that need upgrading to HCIII as save the children fund did improvement; PHC development to the district was cut; and encroachment on the health facility land.</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	<ul style="list-style-type: none"> • The DHT minutes, Health facility records above show that the HSD has supervised all the lower health facilities in the district. The reports highlight improved deliveries in health facilities to 64% and increased male involvement in ANC services.

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

Maximum 10 points for this performance measure

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

4

DHT performance review meeting conducted on 15th Dec 2016 was used to review Baylor supported activities and each support supervision report has action plans to be followed up.

- o The health facility records show specific recommendations that are followed up e.g maintenance of 21 motor cycle ambulances given to the district; updates on open Medical records; stock out of basic supplies; records for immunization; and infection control.

- Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6

6

- Some of the issues followed up in the DHT meetings include data management, updates on Open medical records system; registers for Immunization, stock out of essential supplies, and infrastructure developments.

- DHT meetings e.g. 22nd July 2016; 7th Sept 2016; 27th Dec 2016; 15th Feb 2017; 20th March 2017; 6th June 2017

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"> List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> The list of 7 health facilities is consistent in HMIS and OBT. The reporting rate is 100%.
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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 	0	<p>Sectoral Committee minutes not seen, purportedly taken by IGG for investigation as per Clerk to Council.</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 presented to council sitting 7/4/2017 proposal to divert sixty million shs meant for construction of unfinished building at Karugutu HCV to instead construct mortuary. Also presented AWP 2017/18. Verified from council minutes.</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 	0	<ul style="list-style-type: none"> • All Health facilities have HUMC and were trained with support from save the children fund in Aug 2017. • However the HUMC minutes were not found at the health facilities visited e.g. Karugutu HCIV and Rwebisengo HCIII <p>In the sampled health facilities the HUMC meetings have not held 4 mandatory meetings</p> <p>The copies of minutes of HUMC metings were not found at DHOs office</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 	0	<ul style="list-style-type: none"> • The DHO did not publicise the PHC non wage grants at the notice board nor at the health facilities visited. • The web site is inactive.

Assessment area: Procurement and contract management

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	0	<p>The procurement plan was prepared on 19th June 2017 and received by PDU on 6th Sept 2017 well beyond the cut- off date of 30th April 2017</p> <p>The department did not have funds for capital development. The procurement requests for fuel, stationery were not seen at DHOs office and there were no submission letters.</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>All health facilities were supported to make procurement plans to NMS. Any discrepancies are often corrected by NMS.</p>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>Supply of tyres to vehicle No. 4622M worth 7,722,900 by Kaburuuru Motor Garage Spears & general enterprises Co. Ltd.</p> <ul style="list-style-type: none"> • LPO date 12/10/2016 • Delivery Note date 21/10/2016 • GRN date 2/11/2016 • Payment requisition date 25/10/2016 • Payment date 10/11/2016
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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>Q1 14/11/2016, Q2 20/2/2017, Q3 12/5/2017 and Q4 11/8/2017 as per planner 's records. However this is beyond mid-July.</p>
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17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year • If sector has no audit query score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points • If all queries are not responded to score 0</p>	0	<p>DHO travelled to meet parliamentary PAC committee and no information availed for verification during the assessment. However in quarter 4 report, over 18,964, 507 remained un accounted for</p>
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Assessment area: Social and environmental safeguards

18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<p>A list of HUMC for all the health facilities was seen at DHOs office showing that in Karugutu HCIV out of 9 HUMC members 3 are female.</p> <p>In Rwebisengo HCIII, out of 8 HUMC members 3 are female.</p> <p>This is as per the MOH guidelines.</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	<ul style="list-style-type: none"> • Guidelines on sanitation were not seen at the health facilities visited. In Rwebisengo HCIII male and female patients share toilets that are not labelled. • Water supply in the health facilities is a critical challenge.
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	0	<p>Guidelines on medical waste management were not seen at the health facilities visited. There is a functional incinerator in Karugutu HCIV and placenta pits in all the HCIIIs.</p>



LGPA 2017/18

Water & Environment Performance Measures

Ntoroko District

(Vote Code: 595)

Score 73/100 (73%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<ul style="list-style-type: none"> Safe water coverage for Ntoroko district stands at 49% The district is composed of six sub-counties and four town councils Two sub-counties are below the district's average safe water coverage, viz.: Kanara (19%) and Karugutu (41%) Provision has been made for the under-served sub-counties in the FY 2017/18 budget/workplan as follows: <ul style="list-style-type: none"> Kanara: Rwebisengo-Kanara gravity flow scheme (GFS) Karugutu: drilling and installation of one deep borehole and rehabilitation of a GFS
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<ul style="list-style-type: none"> Progress reports for the preceding year were analyzed – with emphasis on quarter four for submission for FY 2016/17 Low-coverage sub-counties were catered for in FY 2016/17 as follows: <ul style="list-style-type: none"> Kanara: rehabilitation of one shallow well Karugutu: construction of one protected spring
Assessment area: Monitoring and Supervision				

<p>3</p>	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	<p>15</p> <ul style="list-style-type: none"> • Four major WSS projects were undertaken in FY 2016/17: <ul style="list-style-type: none"> o Drilling and installation of 5 No. deep boreholes o Construction of 4 No. protected springs o Rehabilitation of 7 No. shallow wells o Construction of a 2-stance public VIP toilet at Kachwankumu RGC • Supervision and monitoring reports for the aforementioned WSS projects were reviewed/assessed as follows: <ul style="list-style-type: none"> o Progress report (June 27, 2017): authored by Assistant Engineering Officer (now Ag. DWO) to assess construction progress of 2-stance VIP at Kachwankumu (by Ntoroko United Ltd), and rehabilitation of 7 No. shallow wells (by Ntoroko Hand-pump Mechanics Association) o Progress report (June 5, 2017): authored by Assistant Engineering Officer to assess drilling progress of 5 No. deep boreholes – by GIC Logistics and Engineers Ltd o Progress report (June 5, 2017): authored by Assistant Engineering Officer to assess construction progress of 4 No. protected springs • 4 out of 4 construction Projects: 100%
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4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data for the current FY: <ul style="list-style-type: none"> o List of water facility which are consistent in both sector MIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> • Ntoroko LG intends to execute six WSS projects in FY 2017/18: <ul style="list-style-type: none"> o Construction of a public VIP latrine at Rwamabale RGC o Construction of a reinforced concrete tank to boost Kithoma GFS o Drilling and installation of 4 deep boreholes o Design of Rwamabale GFS o Rehabilitation of 2 No. gravity flow schemes o Rehabilitation 4 No. shallow wells • The above list is consistent with MWE's MIS records for district WSS facilities FY 2017/18
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Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<ul style="list-style-type: none"> • The DWO submitted procurement requests for all the FY 2017/18 projects on August 8, 2017 • The PDU records confirm submission of the PRs was beyond the April 30, 2017 deadline
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<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p>	<ul style="list-style-type: none"> • If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	2	<ul style="list-style-type: none"> • Regular site visits are conducted for the aforesaid projects as showcased by the supervision and monitoring reports presented in Performance Measure 3
<p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	2	<ul style="list-style-type: none"> • Field assessment was conducted on February 14, 2018 for recently implemented WSS projects; i.e. 3 No. deep boreholes in Kibuku RGC and Rwebisengo sub-county, and the 2-stance public sanitation facility at Kachwankumu RGC • It was established the facilities were built as per designs
	<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	2	<ul style="list-style-type: none"> • Assessed WSS facilities are handed over to the LG, which in turn handed over WSS works to communities for management • Field assessment confirmed the above
	<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	2	<ul style="list-style-type: none"> • Substantial completion reports prepared by the DWO paved way for certifying extension works. Certified works included: <ul style="list-style-type: none"> o Rehabilitation of 7 No. boreholes – by Ntoroko Hand-pump Mechanics Association (June 27, 2017; UGX 12.9m out of UGX 16m) o Drilling and installation of 5 No. deep boreholes – by GIC Logistics (June 30, 2017; UGX 13m out of UGX 114m) o Construction of a 2-stance public VIP toilet – by Ntoroko United (June 30, 2017; UGX 12.3m) o Siting and drilling feasibility – by Scan Water Ltd (June 26, 2017; UGX 2.5m out of UGX UGX 14.6m)

7	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	3	<p>1) Rehabilitation of 7 shallow wells worth 16,080,000 by Ntoroko Hand Pump Mechanics Associations</p> <ul style="list-style-type: none"> Contract date not on the contract document, a copy of contract attached to the payment voucher but not signed by both parties Certificate NO. 2: 27/6/2017 Payment date 27/6/2017 voucher No. 7724 <p>2) drilling & Construction ,test pumping, casting and installation of 5 bore holes worth 114,277,500 by M/S GIC Logistics and Engineering Ltd</p> <ul style="list-style-type: none"> Contract date 17/1/2017 Certificate No 2: 28/6/2017 Payment date 30/6/2017 voucher No.7737
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Assessment area: Financial management and reporting

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> 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>Q1 14/11/2016, Q2 20/2/2017, Q3 12/5/2017 and Q4 11/8/2017 as per planner 's records. However this is beyond mid-July.</p>
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9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • 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 	0	<p>No evidence of implementation of audit issues raised were presented. Eg Quarter 2 Musinguzi Robert had not accounted for 5,895,364, Masereka Noha 1,220,000 and Masereka Sibanza George 2.228,500</p>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • 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 	0	<p>Sectoral Committee minutes not seen, purportedly taken by IGG for investigation as per Clerk to Council.</p>
		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	0	<p>Presented work plan and budget for 2017/18 in council sitting 7/4/2017. Verified from council minutes.</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> • The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2 	0	<ul style="list-style-type: none"> • At the time of assessment, the Q3 water development release was displayed on the LG notice boards: <ul style="list-style-type: none"> o Water (development): UGX 90.4m o Date: January 25, 2018 • Nonetheless, the FY 2017/18 workplan and/or budget was not displayed on the LG notice boards

		<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	0	<ul style="list-style-type: none"> Projects assessed during fieldwork show neither FY of construction nor details of funding source and contractor: <ul style="list-style-type: none"> 3 No. boreholes in Kibuku RGC and Rwebisengo sub-county: none had any labelling 2-stance lined public VIP toilet at Kachwankumu: information on funding, contractor and year of construction is not in place
		<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	<ul style="list-style-type: none"> At the time of assessment, the following info on tenders and contracts was displayed: <ul style="list-style-type: none"> Construction of 5-stance VIP latrine: best evaluated bidder – HIM Services Ltd (UGX 30.3m); date – February 6, 2018
12	Participation of communities in WSS programmes Maximum 3 points for this performance measure	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	1	<ul style="list-style-type: none"> Community requests for water sources to the DWO are on file. Requests from the following communities were reviewed: <ul style="list-style-type: none"> Butungana sub-county, letter dated November 27, 2017; subject: contribution of land for location of 2 No. boreholes Bweramule sub-county, letter dated November 29, 2017; subject: contribution of land for location of deep borehole and construction of 2-stance VIP latrine Rwebisengo sub-county, letter dated November 24, 2017; subject: request for rehabilitation of 4 No. boreholes

		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	2	<ul style="list-style-type: none"> • Form 4. Source Functionality, Management and Gender is utilized to maintain water source records per county – disaggregated to village level • Records available include whether WSCs collect management fees, what the collections are used for – minor repairs and otherwise • The records are updated annually • Average district functionality stands at 65%
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Assessment area: Social and environmental safeguards

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	0	<ul style="list-style-type: none"> • No evidence of environmental screening was availed
		<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	0	<ul style="list-style-type: none"> • No evidence of environmental certification was availed
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	1	<ul style="list-style-type: none"> • Environmental protection is catered for in BOQs, which form part of works contracts for WSS projects • Provision for environmental protection include planting paspalum at water sources, installing cut-off drains and boarded fencing around the water sources

14	<p>The LG Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	<ul style="list-style-type: none"> • Of the sampled WSS facilities (listed below), composition of user committees is within the sector gender mainstreaming requirements • Kibuku TC borehole (Male 3, Female 3); Kitogoto borehole (Male 3, Female 3); Rwagaba spring (Male 3, Female 3)
15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	3	<ul style="list-style-type: none"> • The 2-stance lined VIP latrine at Kachwankumu RGC is sex-separated, and has adequate access for PWDs • The facility assessed was constructed in FY 2016/17, and limitation of funds restricts construction of public sanitation facilities to at most one per year (one is planned in FY 2017/18 as presented in preceding performance measures)