



LGPA 2017/18

Accountability Requirements

Zombo District

(Vote Code: 587)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	The Final performance contract for FY2017/18 was submitted to MoFPED on 5th July,2017, contrary to 30th June, 2017 standard time frame	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	Zombo district LG submitted a budget that had a procurement plan for FY2017/18 attached as required by LG PPDA regulations, 2006)	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	xxxxx	The Annual Performance Report/Quarter 4 was submitted to MoFPED by Nyipir Humphrey –Population Officer on 9th/8/2017, contrary to 31st July, 2017 standard time frame	No
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxxx	<p>All the 4 quarterly budget performance reports for FY2016/17 were submitted to MoFPED on the dates indicated below</p> <ul style="list-style-type: none"> • Quarter 4 submitted on 9th August, 2017, by Nyipir Humphrey • Quarter 3 submitted on 20th June, 2017, by Openjuru Godwin • Quarter 2 submitted on 3rd March, 2017, by Nyipir Humphrey • Quarter 1 submitted on 29th November, 2016, by Openjuru Godwin 	Yes
Assessment area: Audit			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>xxxxx</p>	<ul style="list-style-type: none"> • An implementation status report for internal audit findings of FY 2015/16 was submitted to the Internal Auditor General (PS/ST) on 16/03/17 by the Ag. Principal Internal Auditor in a report dated 01/03/17. • The report covers several findings with actions taken, but also has several others clearly indicating that no action has been taken. For example on page 9 – Shs 48,384,000 unaccounted for funds still outstanding, page 19 – Shs 219,921,000 unaccounted for funds still outstanding. 	<p>No</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>xxxxx</p>	<p>Zombo DLG has an unqualified Audit opinion for its FY 2016/17 financial statements, with an emphasis of matter on 10 issues. ? Utilization of Medicines and Health Supplies o Stock out of medicines and health supplies ? Inadequate controls surrounding Management of domestic arrears ? Failure to implement Budget as approved by Parliament ? Low absorption capacity of NUSAF ? Audit of Youth Livelihood project ? Mismanagement of funds ? Low recovery of YLP funds ? Non-operationalisation of the OPD at Kigezi Health Centre II ? Poor routine mechanized maintenance of Paidha Otheko road ? Follow up of implementation of Auditor General's recommendations for the previous year's Audit</p>	<p>Yes</p>



LGPA 2017/18

Crosscutting Performance Measures

Zombo District

(Vote Code: 587)

Score 51/100 (51%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils in a District are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a municipality/district has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 2. 	2	<p>The physical planning committee is functional as evidenced by</p> <p>Minute of the physical planning committee held on 10th Nov. 2017 in CAO's board room. Discussed approval of building plans in the district Min 18/DPPC/11/17 and Review of the approval of physical planning of Zeu and prospective Rural Growth Centres in the district Min 19/DPPC/11/17</p> <p>Minutes of the DPPC meeting held on 20th Jan. 2017 in community hall. Discussed operationalization of physical planning committees at LLGs Min 10/DPPC/01/17; approval of district land registration application Min 12/DPPC/01/17 among others</p>
		<ul style="list-style-type: none"> • All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2. 	0	<p>There was no evidence that all new infrastructure investments have approved plans which are consistent with the physical plans. There is no physical plan for the district in the first place, for establishing consistency and there was no registration book for approved plans provided.</p>
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	0	<p>There was no evidence that priorities in the FY2017/18 AWP was based on the outcomes of the budget conference. There was no TPC minute or report on the budget conference held to justify the priorities.</p> <p>There was evidence that the capital investments in the approved work plan for FY2017/18 were derived from the 5 year DDP11, as evidenced by:</p> <p>Capital investments in FY2017/18 approved AWP include:</p> <ul style="list-style-type: none"> • Construction of a market shade at Abakamel market in Paacen village, Anyola parish and Atyak sub county

• 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

- Construction of District Health Office block
 - Construction of theatre and doctors house in Warr HC111
 - Completion of maternity block at Kango HC111 as carried forward from FY2016/17
 - Completion of classroom blocks and inspectors house at Nyapea sub county
 - Classroom construction at Mathurumbe NFE and Nyapea girls P/S
 - Completion of inspectors house at Ajei
 - Renovation of classrooms at Asina, Zombo lower and Nyapea boys P/S
 - 8.2km Mechanised maintenance of Omua-Alangi road
 - 15.7 km mechanised maintenance of Omoyo-Gamba-Congo boarder road
 - 15km maintenance Congambe-Jangokoro seed-Ayaka-Aringa-Chapel
 - 14.2km mechanised maintenance of Aberi-Zombo road
 - 8km mechanised maintenance of Atyenda-Gotcam-Aferre road
 - 9 new boreholes drilled
- In the DDP11 pgs 201-242
- One office block constructed at the district HQTs
 - 2 market sheds constructed
 - 3 semi-detached staff houses with VIP latrine constructed under health sector
 - 5 classrooms, 5 VIP latrines,, 4 teachers houses, and 180 – 3seater desks procured pg 226 of DDP11
 - 2 classrooms, 2 staff houses constructed at Ora technical and Paidha PTC pg 226 of DDP11
 - 310 km of district land maintained
 - 70km of road mechanised
 - 30 km of road periodically maintained
 - 3 bridges constructed in Fada and Amuda

				<p>river</p> <ul style="list-style-type: none"> • 30kms of road rehabilitated • 10 boreholes constructed and drilled
		<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. 	0	<p>There was no evidence that project profiles were developed and discussed by TPC for all investments in the AWP as per LG planning guidelines</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. 	0	<p>There was no evidence of statistical abstract, with gender aggregated data compiled and presented to the TPC to support budget allocation and decision making</p>

<p>4</p>	<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 	<p>2</p>	<p>There was evidence that all Infrastructure projects implemented by Zombo district LG in 2016/17 were derived from the AWP and budget approved by council.</p> <ul style="list-style-type: none"> Under health, -Completion of maternity block with kitchen shade at Kango HC111 pg 92 of the APR which is in page 43 of the integrated AWP Under Education, -6 classroom blocks constructed at Alube P/S in Kango SC, Araa P/S in Zeu SC and Mathurube NFE in Zombo TC and 543 -3 seater desks supplied to 28 government aided P/S pgs 98 of APR and page 45-46 of Integrated AWP Under roads and engineering sector- 45 km of road routinely maintained of CARs and removal of bottlenecks on CARs, 1 km of Nyandima culvert crossing completed and 14 km of Lorr Ollu road underwent periodic mechanised maintenance Pgs 103-104 of APR and pages 51-53 of integrated AWP Under water sector, 1 latrine constructed at district Headquarters, 8 protected springs constructed in Warr, Kango, Zeu and Jangokoro sub counties, 10 deep boreholes drilled, Construction of one piped water supply system – (Riba GFS, Omoyo village, Ayaka parish, Akaa sub county) pgs 111-112 of APR and pg 58 of integrated AWP
				<p>Zombo district had FY2016/17 approved budget of 18,447,629,000 but spent 16,345,948,000 giving an overall expenditure performance of 89%. Interms of investment projects planned in the AWP</p> <ul style="list-style-type: none"> Completion of maternity block with kitchen shade at Kango HC111 Construction of one administrative block Construction of District Health Office block Construction of theatre and doctors house in Warr HC111 Construction of a market shade at Abakamel market in Paacen village, Anyola parish and Atyak sub county

• 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

- Completion of classroom blocks and inspectors house at Nyapea sub county
- Classroom construction at Mathurumbe NFE and Nyapea girls P/S
- 8.2km Mechanised maintenance of Omua-Alangi road
- 15.7 km mechanised maintenance of Omoyo-Gamba-Congo boarder road
- 15km maintenance Congambe-Jangokoro seed-Ayaka-Aringa-Chapel
- 14.2km mechanised maintenance of Aberi-Zombo road
- 8km mechanised maintenance of Atyenda-Gotcam-Aferre road
- 9 new boreholes drilled
- Construction of Children reception centre Completed
- Completion of maternity block with kitchen shade at Kango HC111
- Classroom construction at Mathurumbe NFE and Nyapea girls P/S
- 8.2km Mechanised maintenance of Omua-Alangi road
- 15.7 km mechanised maintenance of Omoyo-Gamba-Congo boarder road
- 15km maintenance Congambe-Jangokoro seed-Ayaka-Aringa-Chapel
- 14.2km mechanised maintenance of Aberi-Zombo road
- 8km mechanised maintenance of Atyenda-Gotcam-Aferre road
- 9 new boreholes drilled

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

Maximum 4 points on this Performance Measure.

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

0

There is evidence that not all investment projects in FY2016/17 were completed within approved budget Max, 15% plus or minus of original budget. Investment projects implemented include

- One Administrative building constructed with a budget of 100 million, but spent 115,338,000 which is 115.3% pg 75 of APR
- 7 out of 12 fish ponds constructed and maintained with a budget of 45,310,000 but spent 62,350,000 (137.6%) pg 86 of APR
- Maternity ward construction and rehabilitation at Kango HC111, planned budget was 100,835,000 but spent 88,867,000 (88.1%) pg 92 of APR
- Education 6 classroom construction and rehabilitation, budgeted 219,600,000 but spent 222,379,000 (101.3%) pg 98 of APR
- Provision of 543 out of 897 desks/furniture to primary schools. 115,852,000, but spent 111,682,000 (96.4%) pg 98
- Community Access Road Maintenance – 45 out of 15 planned routine maintenance of CARs and removal of bottlenecks in the 8 sub counties. Planned budget 243,907,000 but spent 213,716,000 (87.6%) pg 103 of APR
- Construction of public latrines in public places- at the district headquarters. Planned 23,755,000 spent 23,755,000 (100%) pg 111 of APR
- 8/10 planned springs protected budget 45,769,000, spent 28,938,000 (63.2%) pg 111 of APR
- 10/9 planned boreholes drilled budgeted 180 million, but spent 221,151,000 (122.9%) pg 112
- 1 out of 2 piped water supply system constructed, budgeted 20,634,000 but 12,935,000 (62.7%) spent pg 112

		<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	There was evidence that Zombo district LG had budgeted 3,386,000 for O&M under post construction support to water user committees (page 56 of integrated AWP) for infrastructure especially water sector in FY2016/17, but how it was spent is not reflected in the annual performance report
Assessment area: Human Resource Management				
6	LG has substantively recruited and appraised all Heads of Departments	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	2	<ul style="list-style-type: none"> All heads of departments and acting HoDs, and key section head positions had been appraised for the previous FY, as per the guidelines of MoPS (CICULAR STANDING INSTRUCTION NO1 OF 2016)
	Maximum 5 points on this Performance Measure.	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	0	All the 9 heads of department positions and 4 key section head positions were not filled substantively, namely: 1- Deputy CAO 2- District Engineer 3- CFO 4- District community development officer 5- District health officer 6- DHO 7- Principal internal Auditor 8- DEO 9- The District production and marketing officer The key section head positions not filled substantively are: 1- Principal Human resources officer 2- Senior procurement officer 3- Principal internal Auditor 4- Senior Planner
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	<ul style="list-style-type: none"> All submissions to DSC for recruitment during 2016-2017 FY ,were considered, as evidenced by submission by CAO, ARC/6/293/05 in relation to DSC ZB/2/2017
		<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for confirmation have been considered: score 1 	1	<ul style="list-style-type: none"> All the 333 employees submitted for confirmation had been considered by the DSC. Reference made to CAO's submission CR/D/167 , handled under DSC/ZB/4/156 of the 4th sitting of the DSC
	Maximum 4 points on this Performance Measure	<ul style="list-style-type: none"> Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1 	1	<ul style="list-style-type: none"> The only one disciplinary case submitted to DSC under DSC/ZB/57/2017. The sanctions and rewards committee is in place and handled most of disciplinary cases

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	<ul style="list-style-type: none"> All the 40 staff recruited in previous financial year had accessed the pay roll with in two month after recruitment as evidenced in the IPPS and recruitment staff list from DSC/ZB/2/2017
	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	No pensioner had accessed pensioner's pay roll with in two month, according to the pensioner's soft ware payroll .The design/process for approving pension largely is not decentralised and there isn't much the District can do to speed up pensioner's pay.

Assessment area: Revenue Mobilization

9	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)	<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. 	2	Local revenue for FY 2016/17 was Shs 160,590,986. Local revenue for FY 2015/16 was Shs 147,969,903. Increase was Shs 12,621,083. The increase was 8.5%, which is in the range 5% - 10%.
10	LG has collected local revenues as per budget (collection ratio)	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points. 	0	Local revenue for FY 2016/17 was Shs 160,590,986. Local revenue budget for FY 2016/17 was 252,651,000. Difference between planned and actual was Shs 92,060,014, which was 36.4%. This was out of the range +/-10%.
	Maximum 4 points on this Performance Measure.			
	Maximum 2 points on this performance measure			

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 	2	For Zombo DLG, remittances of local revenue are happening both ways. The district is remitting to LLGs (65%) as exemplified below: Payment of Shs 2,564,250 for LST to Abanga S/C on 13/01/17, Payment of Shs 677,774 for LST to Kango S/C on 12/01/17, payment of Shs 1,934,904 for LST to Warr S/C on 12/01/17, payment of Shs 6,472,500 for LST to Paidha T/C on 12/01/17 and payment of Shs 1,055,331 for LST to Zeu S/C on 12/01/17. Remittances from LLGs (35%) examples: Receipt of Shs 2,338,250 from Zeu S/C on 22/05/17, receipt of Shs 595,000 from Jangokoro S/C on 01/06/17, receipt of Shs 1,102,203 from Akaa S/C on 24/01/17 and receipt of Shs 710,500 from Nyapea S/C on 05/12/16.
		<ul style="list-style-type: none"> Evidence that the LG is not using more than 20% of OSR on council activities: score 2 	2	Information on transfers of local revenue to Statutory Bodies shows that a total of Shs 11,500,000 was transferred from local revenue for these expenses in FY 2016/17. Local revenue for FY 2015/16 was Shs 147,969,903. The proportion of the expenses to FY 2015/16 revenue is 7.7%, which was <20%.

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 	0	<ul style="list-style-type: none"> There was NO Evidence that Zombo DLG had the position of a Senior Procurement Officer substantively filled. There WAS Evidence that Zombo DLG had the position of Procurement Officer substantively filled under DSC Min. DSC/NBB/119/2010 Dated 08/December/2010.
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• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

1

There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2016/2017 FY) as exemplified by the following projects:

- Completion of Maternity Block and Kitchen Shed at KANGO Health Center III (Zomb/587/Wrks/16-17/00001). TEC Min Date: 01/September/2016 (Evaluation). Signed on 05/September/2016 by Health Inspector, District Accountant, SFG Engineer, Assistant Engineering Officer.

- Deep Borehole Drilling in Water Sector (Zomb/587/Wrks/16-17/00003). TEC Min Date: 02/September/2016. Signed by Assistant Water Officer, District Accountant, SFG Engineer, Assistant Engineering Officer.

- Rehabilitation of Gravity Flow Scheme (Zomb/587/Wrks/16-17/00004). TEC Min Date: 02/September/2016. Signed by Assistant Water Officer, District Accountant, SFG Engineer, Assistant Engineering Officer.

- Construction of Two Classroom Block, Office and Store at ARAA P/S (Zomb/587/Wrks/16-17/00011). TEC Min Date: 05/September/2016. Signed by SFG Engineer, District Accountant, District Education Officer, Assistant Engineering Officer.

- Construction of Two Classroom Block, Office and Store at Mathurumbe NFE (Zomb/587/Wrks/16-17/00012). TEC Min Date: 21/02/2017. Signed by Inspector of Schools, Senior Accountant, Assistant Engineering Officer, Assistant Procurement Officer.

- Renovation of Old Administration Block (Zomb/587/Wrks/16-17/00014). TEC Min Date: 05/September/2016. Signed by SFG Engineer, District Accountant, District Education Officer, Assistant Engineering Officer.

There WAS Evidence that Zombo District Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the

• Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1

1

following projects:

- Completion of Maternity Block and Kitchen Shed at KANGO Health Center III (Zomb/587/Wrks/16-17/00001). DCC Min Date: 06/September/2016. 3rd DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council, Assistant Water Officer, Forestry Officer, Procurement Officer.
- Deep Borehole Drilling in Water Sector (Zomb/587/Wrks/16-17/00003). DCC Min Date: 06/September/2016. 3rd DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council, Assistant Water Officer, Forestry Officer, Procurement Officer.
- Rehabilitation of Gravity Flow Scheme (Zomb/587/Wrks/16-17/00004). DCC Min Date: 06/September/2016. 3rd DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council, Assistant Water Officer, Forestry Officer, Procurement Officer.
- Construction of Two Classroom Block, Office and Store at ARAA P/S (Zomb/587/Wrks/16-17/00011). DCC Min Date: 06/September/2016. 3rd DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council, Assistant Water Officer, Forestry Officer, Procurement Officer.
- Construction of Two Classroom Block, Office and Store at Mathurumbe NFE (Zomb/587/Wrks/16-17/00012). DCC Min Date: 23/02/2017. 10th DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council, Assistant Water Officer, Forestry Officer, Procurement Officer.
- Renovation of Old Administration Block (Zomb/587/Wrks/16-17/00014). DCC Min Date: 06/September/2016. 3rd DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council, Assistant Water Officer, Forestry Officer, Procurement Officer.
- Deep Borehole Drilling in Water Sector (Zomb/587/Wrks/17-18/00002). DCC Min Date: 03/January/2018. 6th DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council,

			<p>Forestry Officer, District Veterinary Officer, Roads Inspector, Procurement Officer.</p> <p>- Construction of 2 Stance VIP Latrine at Akaa Sub-county (Zomb/587/Wrks/17-18/00022). DCC Min Date: 07/November/2017. 3rd DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council, Forestry Officer, District Veterinary Officer, Roads Inspector, Procurement Officer.</p> <p>- Construction of Theatre at WARR Health Center III (Zomb/587/Wrks/17-18/00027). DCC Min Date: 07/November/2017. 3rd DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council, Forestry Officer, District Veterinary Officer, Roads Inspector, Procurement Officer.</p> <p>- Construction of Market Shed at Abakamel Market (Zomb/587/Wrks/17-18/00028). DCC Min Date: 07/November/2017. 3rd DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council, Forestry Officer, District Veterinary Officer, Roads Inspector, Procurement Officer.</p> <p>- Completion of Inspector's House at Ajei Village in Nyapea Sub-county (Zomb/587/Wrks/17-18/00041). DCC Min Date: 07/November/2017. 3rd DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council, Forestry Officer, District Veterinary Officer, Roads Inspector, Procurement Officer.</p> <p>- Renovation of Six Classroom Block at Nyapea Boys P/S (Zomb/587/Wrks/17-18/00042). DCC Min Date: 07/November/2017. 3rd DCC Meeting. Signed by District Inspector of Schools, Personnel Officer from Paidha Town Council, Forestry Officer, District Veterinary Officer, Roads Inspector, Procurement Officer.</p>
13	The LG has a comprehensive Procurement and Disposal Plan covering infrastructure		(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2017/2018 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements that were indicated both in the

activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

- a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the

2

Procurement Plan and in the approved annual work plan and budget for the current FY (2017/2018 FY):

- Deep Borehole Drilling in Water Sector (Zomb/587/Wrks/17-18/00002) (Page 17 - Zombo DLG Approved Recurrent and Development Estimates for Financial Year 2017/2018, 312101) AND was also indicated on Page 2 of 6 of the Consolidated Procurement Work Plan for FY 2017/18 that was Submitted to PPDA on 27/07/2017).
 - Construction of Theatre at WARR Health Center III (Zomb/587/Wrks/17-18/00027) (Page 13 - Zombo DLG Approved Recurrent and Development Estimates for Financial Year 2017/2018, 312101) AND was also indicated on Page 9 of 26 of the Consolidated Procurement Work Plan for FY 2017/18 that was Submitted to PPDA on 27/07/2017).
 - Construction of Market Shed at Abakamel Market (Zomb/587/Wrks/17-18/00028) (Page 16 - Zombo DLG Approved Recurrent and Development Estimates for Financial Year 2017/2018, 312101) AND was also indicated on Page 9 of 26 of the Consolidated Procurement Work Plan for FY 2017/18 that was Submitted to PPDA on 27/07/2017).
 - Completion of Inspector's House at Ajei Village in Nyapea Sub-county (Zomb/587/Wrks/17-18/00041) (Page 14 - Zombo DLG Approved Recurrent and Development Estimates for Financial Year 2017/2018, 312101) AND was also indicated on Page 10 of 26 of the Consolidated Procurement Work Plan for FY 2017/18 that was Submitted to PPDA on 27/07/2017).
 - Renovation of Six Classroom Block at Nyapea Boys P/S (Zomb/587/Wrks/17-18/00042) (Page 14 - Zombo DLG Approved Recurrent and Development Estimates for Financial Year 2017/2018, 312101) AND was also indicated on Page 10 of 26 of the Consolidated Procurement Work Plan for FY 2017/18 that was Submitted to PPDA on 27/07/2017).
- (b) There WAS Evidence that the LG made procurements in previous FY (2016/2017 FY) as per plan (adherence to the procurement plan) for the previous FY (2016/2017 FY) as exemplified by the following procurements that occurred in the Procurement Plan, in the Annual Work Plan and Budget and in

procurement plan) for the previous FY: score 2

Referenced Procurement Files for the previous FY (2016/2017 FY):

- Completion of Maternity Block and Kitchen Shed at KANGO Health Center III (Zomb/587/Wrks/16-17/00001) (Page 12 - Zombo DLG Approved Budget Estimates for 2016/2017 FY, 312101). Also indicated in Zombo DLG Revised Procurement Plan for 2016/17 FY that was Submitted to PPDA on 07/February/2017.

- Deep Borehole Drilling in Water Sector (Zomb/587/Wrks/16-17/00003) (Page 15 - Zombo DLG Approved Budget Estimates for 2016/2017 FY, 312104). Also indicated in Zombo DLG Revised Procurement Plan for 2016/17 FY that was Submitted to PPDA on 07/February/2017.

- Rehabilitation of Gravity Flow Scheme (Zomb/587/Wrks/16-17/00004) (Page 15 - Zombo DLG Approved Budget Estimates for 2016/2017 FY, 312104). Also indicated in Zombo DLG Revised Procurement Plan for 2016/17 FY that was Submitted to PPDA on 07/February/2017.

- Construction of Two Classroom Block, Office and Store at ARAA P/S (Zomb/587/Wrks/16-17/00011) (Page 13 - Zombo DLG Approved Budget Estimates for 2016/2017 FY, 312101). Also indicated in Zombo DLG Revised Procurement Plan for 2016/17 FY that was Submitted to PPDA on 07/February/2017.

- Construction of Two Classroom Block, Office and Store at Mathurumbe NFE (Zomb/587/Wrks/16-17/00012) (Page 13 - Zombo DLG Approved Budget Estimates for 2016/2017 FY, 312101). Also indicated in Zombo DLG Revised Procurement Plan for 2016/17 FY that was Submitted to PPDA on 07/February/2017.

- Renovation of Old Administration Block (Zomb/587/Wrks/16-17/00014) (Page 5 - Zombo DLG Approved Budget Estimates for 2016/2017 FY, 312101 Non Residential Buildings). Also indicated in Zombo DLG Revised Procurement Plan for 2016/17 FY that was Submitted to PPDA on 07/February/2017.

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

For current FY (2017/2018), there was NO Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. The Assessor made a calculation based on the respective Advertisement and Issue Dates of Individual Bid Documents and found that 0% of Bid Documents for 2017/2018 FY were Advertised and Issued BEFORE August 30, 2017. The Calculation made by the Assessor was based on the following Projects and the respective Dates on which the Projects Bid Documents were Advertised and Issued (ACTUAL Bid Preparation Dates were NOT available):

- Deep Borehole Drilling in Water Sector (Zomb/587/Wrks/17-18/00002). Date of Advertisement: 07/September/2017.
- Construction of 2 Stance VIP Latrine at AKAA Sub-county (Zomb/587/Wrks/17-18/00022). Date of Invitation to Bid: 07/September/2017. Date of Issue of Bid Document: September 2017.
- Construction of Theatre at WARR Health Center III (Zomb/587/Wrks/17-18/00027). Date of Advertisement: 07/September/2017. Date of Issue of Bid Document: September 2017.
- Construction of Market Shed at Abakamel Market (Zomb/587/Wrks/17-18/00028). Date of Invitation to Bid: 07/September/2017. Date of Issue of Bid Document: September 2017.
- Completion of Inspector's House at Ajei Village in Nyapea Sub-county (Zomb/587/Wrks/17-18/00041). Date of Advertisement: 07/September/2017. Date of Issue of Bid Document: September 2017.
- Renovation of Six Classroom Block at Nyapea Boys P/S (Zomb/587/Wrks/17-18/00042). Date of Advertisement: 07/September/2017. Date of Issue of Bid Document: September 2017.

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

2

For previous FY (2016/2017 FY), there WAS Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements as exemplified by the following:

- An Updated Contracts Register was seen at Zombo DLG PDU with a Starting/Opening Procurement Entry Titled 'Installation of Water Tank and Gutter at Kango Health Center III' Referenced 'Zomb/587/Wrks/2016-17/00053' on Page 1 of 15 and an Ending/Closing Procurement Entry Titled 'Supply of Laptop Computer' Referenced 'Zomb/587/Wrks/2016-17/00105' on Page 14 of 15. The two entries indicated Serial Number, User Department, Subject of Procurement, Procurement Reference Number, Method of Procurement, Contract Award Date, Contract Signing Date, and Name of Service Provider, respectively. The Zombo PDU Contracts Register for 2016/2017 FY was prepared and signed by Procurement Officer, Approved by Accounting Officer on 27/07/2017, and Submitted to PPDA on 27/07/2017 under Reference CR/D/167.

- Referenced and Completed Procurement Activity Files for all procurements were seen at the PDU.

		<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>For previous FY (2016/2017 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:</p> <ul style="list-style-type: none"> - Completion of Maternity Block and Kitchen Shed at KANGO Health Center III (Zomb/587/Wrks/16-17/00001). Contract Amount: 95,795,375 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 21/07/2016, New Vision Newspaper. - Deep Borehole Drilling in Water Sector (Zomb/587/Wrks/16-17/00003). Contract Amount: 172,000,340 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 21/07/2016, New Vision Newspaper. - Rehabilitation of Gravity Flow Scheme (Zomb/587/Wrks/16-17/00004). Contract Amount: 13,647,000 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 21/07/2016, New Vision Newspaper. - Construction of Two Classroom Block, Office and Store at ARAA P/S (Zomb/587/Wrks/16-17/00011). Contract Amount: 73,199,711 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 21/07/2016, New Vision Newspaper. - Construction of Two Classroom Block, Office and Store at Mathurumbe NFE (Zomb/587/Wrks/16-17/00012). Contract Amount: 71,525,582 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 23/01/2017, New Vision Newspaper. - Renovation of Old Administration Block (Zomb/587/Wrks/16-17/00014). Contract Amount: 98,511,739 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 21/07/2016, New Vision Newspaper.
15	The LG has certified and provided detailed project information on all			There WAS Evidence that all works projects implemented in the previous FY (2016/2017 FY) were appropriately certified – interim and completion certificates for all projects based

investments

Maximum 4 points on this performance measure

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

2

on technical supervision as exemplified by the following projects:

- Completion of Maternity Block and Kitchen Shed at KANGO Health Center III (Zomb/587/Wrks/16-17/00001). Certificate No. 1 Dated 01/February/2017. Signed by District Engineer on 02/February/2017. Signed by Health Officer on 02/February/2017.
- Completion of Maternity Block and Kitchen Shed at KANGO Health Center III (Zomb/587/Wrks/16-17/00001). Certificate No. 2 Dated 10/May/2017.
- Completion of Maternity Block and Kitchen Shed at KANGO Health Center III (Zomb/587/Wrks/16-17/00001). Certificate No. 3 Dated 28/August/2017. Signed by District Engineer on 29/August/2017. Signed by Health Officer on 30/August/2017.
- Completion of Maternity Block and Kitchen Shed at KANGO Health Center III (Zomb/587/Wrks/16-17/00001). Certificate No. 4 Dated 10/January/2018. Signed by District Engineer. Signed by District Health Officer.
- Deep Borehole Drilling in Water Sector (Zomb/587/Wrks/16-17/00003). Certificate No. 1 Dated 28/March/2017. Prepared by Project Manager on 28/March/2017. Signed by District Water Officer on 28/March/2017. Authorized by District Internal Auditor on 28/March/2017.
- Rehabilitation of Gravity Flow Scheme (Zomb/587/Wrks/16-17/00004). Certificate Dated 28/February/2017. Signed by District Water Officer on 28/March/2017. Authorized by District Internal Auditor on 28/March/2017.
- Construction of Two Classroom Block, Office and Store at ARAA P/S (Zomb/587/Wrks/16-17/00011). Certificate No. 1 Dated 01/March/2017. Signed by District Engineer on 01/March/2017. Authorized by Internal Auditor on 07/March/2017.
- Construction of Two Classroom Block, Office and Store at ARAA P/S (Zomb/587/Wrks/16-17/00011). Certificate No.2 Dated 22/03/2017. Signed by District Engineer on 23/03/2017. Signed by District Education Officer on 04/April/2017. Authorized by Internal Auditor on 04/April/2017.

				<p>- Construction of Two Classroom Block, Office and Store at Mathurumbe NFE (Zomb/587/Wrks/16-17/00012). Interim Certificate No. 1. Certified by District Engineer on 07/April/2017. Signed by District Education Officer on 07/April/2017. Authorized by Internal Auditor on 10/April/2017.</p> <p>- Renovation of Old Administration Block (Zomb/587/Wrks/16-17/00014). Certificate No. 1 Dated 13/December/2016. Signed by District Engineer on 13/December/2016. Signed by Human Resource Officer on 19/December/2016. Authorized by District Internal Auditor on 20/December/2016.</p> <p>- Renovation of Old Administration Block (Zomb/587/Wrks/16-17/00014). Certificate No. 2 Dated 01/February/2017. Signed by District Engineer on 01/February/2017. Signed by Human Resource Officer on 01/February/2017. Authorized by District Internal Auditor on 01/February/2017.</p> <p>- Renovation of Old Administration Block (Zomb/587/Wrks/16-17/00014). Certificate No. 3 Dated 22/March/2017. Signed by District Engineer on 22/March/2017. Authorized by District Internal Auditor on 04/April/2017.</p>
		<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	0	<p>There was NO Evidence that all works projects for the current FY (2017/2018 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration as confirmed during a field visit conducted by the Assessor on 03/February/2018.</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	<p>Zombo DLG has 15 bank accounts. The district is not yet on IFMIS and doesn't operate a TSA account. As of 02/02/18 the date of the assessment, all the district's bank account were reconciled up to date to 31/12/2017.</p>
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	2	<p>Zombo district has a payments claim register. The payments reviewed show that the district makes timely payments to its suppliers. Examples of the payments reviewed here are: Payment of Shs 640,000 to Abunia & Sons Construction for supply of assorted stationery. Invoice on 05/12/16 and payment on 08/12/16 (3 days). Payment of Shs 474,576 to May General Printers for supply of file covers. Requisition on 21/03/17 and payment on 31/03/17 (10 days). Payment of Shs 3,500,000 to John Bossa JB for supply of a laptop and printer. Requisition on 12/01/17 and payment on 18/01/17 (6 days). Payment of Shs 1,845,000 to Trentyre (U) Ltd. Requisition on 28/03/17 and payment on 29/03/17 (1 day). Average: 5 days.</p>
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</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	<p>The internal audit department is headed by Mr Kissa Leza Reagan in acting capacity. His appointment (letter dated 01/12/1012, Ref: CR/156/6) is Senior Internal Auditor in U3, which is not substantive.</p>
	<p>Maximum 6 points on this performance measure.</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. 	2	<p>The implementation status of internal audit findings is tracked within quarterly reports, which for FY 2016/17 were submitted to CAO, District Chairman, RDC, PAC, and evidence of these submissions was seen. The reports were submitted as follows; Quarter 1 on 31/10/16, Quarter 2 on 31/01/17, Quarter 3 on 27/04/17 and Quarter 4 on 28/07/17. Follow up on audit queries is tracked within the same section of follow-up of internal audit findings.</p>

		<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1 	1	Evidence that FY 2016/17 internal audits were performed was seen and internal audit reports were seen and evidence of their submission to CAO, RDC, LG PAC Chairman and Chairman/Speaker. PAC meetings do take place and according to the minutes, in the latest PAC meeting of 20/11/17 several internal audit report issues were discussed including an audit report on LLGs like sub counties and Paidha Town Council.
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	The LG has books containing lists of assets, which wasn't found sufficient to be called an assets register. The book is formatted as recommended in the manual, but the same book contains computers, wheel loaders and graders, buildings, consumables such as tyres, punching machines, staplers and self inking stamps, all mixed together in no particular order. The book even has a page for district roads!
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	Zombo DLG has an unqualified Audit opinion for its FY 2016/17 financial statements, with an emphasis of matter on 10 issues. ? Utilization of Medicines and Health Supplies o Stock out of medicines and health supplies ? Inadequate controls surrounding Management of domestic arrears ? Failure to implement Budget as approved by Parliament ? Low absorption capacity of NUSAF ? Audit of Youth Livelihood project ? Mismanagement of funds ? Low recovery of YLP funds ? Non-operationalisation of the OPD at Kigezi Health Centre II ? Poor routine mechanized maintenance of Paidha Otheko road ? Follow up of implementation of Auditor General's recommendations for the previous year's Audit.
Assessment area: Governance, oversight, transparency and accountability				

<p>21</p>	<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>	<p>2</p>	<p>Minutes of district council meeting held on 23rd September, 2016 at the district community hall discussed</p> <ul style="list-style-type: none"> • Motion for resolution on commercial charcoal burning and transportation in the district Min 05/COU/2016/17 • Motion for approval of 5 year district HIV/AIDS strategic plan Min 06/COU/2016/17 • Presentation, discussion and adoption of committee reports-Production, Social services, and Finance committees Min07/COU/2016/17 <p>Minutes of district council meeting held on 5th December, 2016, at the district community hall, discussed.</p> <ul style="list-style-type: none"> • Motion for presentation, discussion, and approval of district PAC members Min 13/COU/2016/17 • Motion for presentation, discussion and approval of Zombo district customised staff structure Min 14/COU/2016/17 <p>Minutes of district council meeting held on 30th March 2017 at the district community hall discussed</p> <ul style="list-style-type: none"> • Motion for laying of estimates of revenue and expenditures for FY2017/18 Min 28/COU/2016/17 • Motion for approval of draft annual work plans for FY2017/18 Min 29/COU/2016/17 <p>Minutes of district council meeting held on 25th May, 2017 at the district community hall</p> <ul style="list-style-type: none"> • Motion for approval of upgrading Paidha town council to municipal status • Motion for approval of estimates of revenue and expenditure for FY 2017/18
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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2. 	0	<p>There was no evidence of staff designated to coordinate, respond, and provide feedback on grievances/complains from citizens</p>
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	0	<p>There was no information published on public notice boards related to LG payroll and pensioner schedule</p>
		<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1 	0	<p>There was no evidence of procurement plan, awarded contracts and amounts published on public notice boards</p>
		<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	0	<p>Not applicable because there was no LG performance assessment done in FY2016/17, such that results had to be published, either on the budget website for example</p>
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	0	<p>There was no evidence the the HLG communicated and explained guidelines, circulars and policies issued by the national level to LLGs during FY2016/17</p>
		<ul style="list-style-type: none"> Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1. 	0	<p>There was no evidence of Zombo district LG conducting discussions with the public to provide feedback on status of activities implementation</p>

Assessment area: Social and environmental safeguards

<p>25</p>	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<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. 	<p>2</p>	<p>There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Zombo DLG Community Based Services Departmental Narrative Progress Report for Quarter Three for 2016/17 FY Dated May 2017 and Compiled by Senior Probation and Social Welfare Officer/Gender Focal Point Person on 18/May/2017. Gender Mainstreaming Activities were implemented using Unconditional Grants and funds from UWEP, YLP, and UNICEF. - The Assessor saw an Annex titled 'Dissemination of Gender Issues and their Causal-Effect Analysis in Zombo District that was given to all Departmental Heads for integration into their Work Plans and Budgets. - The Assessor saw Zombo DLG Community Based Services Department Approved Work Plan for 2016/17 FY. Output Area - Gender Mainstreaming indicated an Activity titled 'Support Skills Training for Selected Women in Tailoring' with a Budget of 1,500,000 UGX (Unconditional Grant). Another Activity that was seen by the Assessor under the same Output Area was titled 'Conduct Gender Audit in LLGs' with a Budget of 1,500,000 UGX (Unconditional Grant). - The Assessor saw Zombo DLG Approved Integrated Work Plan for 2017/18 FY that had the following activities: Conduct Training in Gender Mainstreaming for LLG and HLG Political and Technical Staff with a Budget of 1,500,000 UGX that was indicated on Page 7; Conduct Gender Audit in LLGs with a Budget of 1,500,000 UGX that was indicated on Page 56. - The Assessor saw Minutes of Meeting with the OVC Service Providers in the District that was held on 14/February/2017 at the District Headquarters. The Minutes were Prepared and Signed by the Senior Probation and Social Welfare Officer/Gender Focal Point Person.
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		<ul style="list-style-type: none"> • Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2. 	0	<p>- There WAS Evidence that gender focal point had planned activities for current FY (2017/2018 FY) to strengthen women's roles. The Assessor saw Zombo DLG Approved Integrated Work Plan for 2017/18 FY that had the following activities: Conduct Training in Gender Mainstreaming for LLG and HLG Political and Technical Staff with a Budget of 1,500,000 UGX that was indicated on Page 7; Conduct Gender Audit in LLGs with a Budget of 1,500,000 UGX that was indicated on Page 56.</p> <p>- There was NO Evidence that more than 90% of previous year's budget for gender activities was implemented. The Assessor reached this conclusion following computation based on planned budgets and disbursements for gender activities from different funding sources for FY 2016/2017. The funding sources that were considered included Unconditional Grants, Local Revenue, UWEP, YLP, and UNICEF.</p>
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</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 	0	<p>There was NO Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans. NO completed Environmental and Social Screening Form (ESSF) or Environmental and Social Impact Report Form (ESIRF) were seen for any of the projects implemented by the LG during the period under review.</p>
	<p>Maximum 6 points on this performance measure</p>			<p>There WAS Evidence that the LG integrated environmental and social management plans in the contract bid documents as exemplified by the following:</p> <ul style="list-style-type: none"> - Construction of Theatre at WARR Health Center III (Zomb/587/Wrks/17-18/00027). The Bill of Quantities (BoQ) for this Project (Dated 20/October/2017) indicated 2,800,000 UGX for Environmental Protection. The narrative mentioned Environmental Mitigation that included planting and nurturing for One Month pass-plum grass on leveled compound sections to restore environment and provide protection against soil erosion. The BoQ also indicated 500,000 UGX to be used for planting and nurturing for One Month ornamental trees/shrubs as would be directed by the Supervising Engineer.

<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1 	1	<ul style="list-style-type: none"> - Construction of Two Classroom Block, Office and Store at ARAA P/S (Zomb/587/Wrks/16-17/00011). The Bill of Quantities (BoQ) for this Project indicated 1,000,000 UGX for Environmental Protection (Page 2 of the Bid Document). The narrative mentioned Environmental Mitigation that included planting and protecting 20 seedlings of approved species. - Construction of Two Classroom Block, Office and Store at Mathurumbe NFE (Zomb/587/Wrks/16-17/00012). The Bill of Quantities (BoQ) for this Project indicated 1,000,000 UGX for Environmental Protection (Page 2 of the Bid Document Dated 06/February/2017). The narrative mentioned Environmental Mitigation that included planting and protecting 20 seedlings of approved species. - Completion of Maternity Block and Kitchen Shed at KANGO Health Center III (Zomb/587/Wrks/16-17/00001). The Bill of Quantities (BoQ) for this Project indicated 1,000,000 UGX for Environmental Protection. The narrative mentioned Environmental Mitigation that included planting and maintaining 20 seedlings as directed by User Department or Environmental Officer. A Certificate was to be issued by Environmental Officer. Also the planted seedlings had to be protected. - Rehabilitation of Gravity Flow Scheme (Zomb/587/Wrks/16-17/00004). The Bill of Quantities (BoQ) for this Project mentioned area protection and fencing around immediate area. Also reinstatement of eroded land around tap stands and planting and nurturing pass-plum.
<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>There was NO Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners. None of the projects sampled had a copy of a land title or a land agreement on their Procurement Files that were appropriately and adequately referenced.</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	There was NO Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer. None of the projects sampled had a copy of an Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer on their Procurement Files that were appropriately and adequately referenced.
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LGPA 2017/18

Educational Performance Measures

Zombo District

(Vote Code: 587)

Score 76/100 (76%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4 	4	<p>Vote 587 Zombo district OBT FY17/18 has a wage bill of UGX 5,998,915,436 for 960 Teachers including 47 Head teachers at the 92 government aided schools</p> <p>The DEO has a school staff list deployment schedule for 960 teachers and 16 Head teachers as per "Teachers' Information File 2017 Zombo District Local Government Education and Sports, FY17/18" on file in the DEO's Office.</p>
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100% score 6 o If 80 - 99% score 3 o If below 80% score 0 	6	<p>The UGX 5,998,915,436 OBT budget provision for the entire 960 teachers and their 47 Head teachers in FY17/18 (i.e. 100%) has catered for the minimum staffing level in the structure of a Head teacher and minimum 7 Teachers.</p>

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	0	<p>The district approved structure has 3 positions and only 1 had been duly filled as per individual files at Central Registry. The short-listing for filling the position of the second school inspector has been drawn. One position remains vacant.</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>All positions were filled and still there was a department recruitment plan that covers both retirees and those who pass away during the FY17/18</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>There was a department recruitment plan that covers the 2 inspector positions during the FY17/18</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 only one schools' inspector had been appraised.</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>Only 8 of 92 primary school head teachers had been appraised</p>

Assessment area: Monitoring and Inspection

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</p>	1	<p>There was evidence that the national level instructions were communicated to schools all guidelines, policies, circulars issued by the national level as per Head teachers' Assemblies held on 1st March 2016 and 1st August 2017.</p>
		<p>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level, including on school feeding: score 2</p>	2	<p>There was evidence on specific records during the joint meetings with education department officials on agenda items regarding dissemination of guidelines, policies and circulars issued by the central government, notably, Head teachers' Assemblies held on 1st March 2016 and 1st August 2017.</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. 	8	<p>Four quarterly inspections were conducted during a term year on the 107 primary schools (92 government aided and 15 private) and covered 87 schools (81%).</p>
8	<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	4	<p>The Education Department held a “meeting with government headed Primary School Head teachers on 1st March 2016 which covered internal supervision under item 4.</p>
		<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	2	<p>The DES acknowledged receipts of Inspection Reports as follows:</p> <ul style="list-style-type: none"> -1st Quarter Inspection report on July 25th 2017 -2nd Quarter Inspection report on 28th December 2017 -3rd Quarter Inspection report on 5th July 2017 -4th Quarter Inspection report on 25th August 2016
		<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4 	4	<p>There was evidence of the inspection recommendations having been followed up as per meeting with government headed Primary School Head teachers on 1st March 2016 which covered internal supervision under item 4.</p>

9	The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and OBT: score 5 	5	<ul style="list-style-type: none"> EMIS (2017) list of schools data stood at 92 government-aided primary schools. OBT list of schools data stood at 92 government aided primary schools in FY2017/18
	Maximum 10 for this performance measure	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and OBT: score 5 	5	<ul style="list-style-type: none"> EMIS enrolment data stood at 67,235 pupils FY2017/18 OBT enrolment data stood at 63,381 pupils in FY2017/18 due to the additional private schools who do not receive capitation grants but report on enrolment for EMIS.

Assessment area: Governance, oversight, transparency and accountability

10	The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council	<ul style="list-style-type: none"> Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc... during the previous FY: score 2 	2	<p>Minutes of social services committee meeting held on 22nd May, 2017 at the district headquarters among others discussed</p> <p>A motion on presentation, discussion and endorsing of budgets for FY2017/18 Min 29/May/SSC/2016/17</p> <p>Minutes of social services committee meeting held on 23rd September, 2016 discussed</p> <ul style="list-style-type: none"> Departmental reports for health, Education and CBS Min 06/SEP/SSC/2016/17 and Presentation, discussion and passing of a 5 years district HIV/AIDS strategic plan Min07/SEP/SSC/2016/17
	Maximum 4 for this performance measure	<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council: score 2 	2	<p>Minutes of social services committee meeting held on 22nd May, 2017 under Min 29/May/SSC/2016/17, recommended to be presented for council approval a budget worth 6,371,943,392 for education sector FY2017/18</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>	5	<p>There was evidence that all the 107 schools (92 government aided, 15 private) have established SMCs as per regulation as evidenced by “List of SMCs for approved SMCs for 2017 by DEO list of schools</p>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	3	<p>There was evidence that the Education department had published and displayed list of all schools receiving non-wage recurrent grants during FY16/17 as per the District Notice Board and the file copy of the display sheets.</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>	<p>• Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</p>	4	<p>There was evidence that the Education department prepared and submitted all investment items in the approved sector annual work-plans and all were submitted before 30th April 2017 as per FY16/17 AWP – procurement requisitions files</p>

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points 	0	<p>The payments of Education department reviewed show that there are instances where the department has not timely certified and recommended suppliers for payment. Examples include: Payment of Shs 29,353,527 to Mameli H. Investments Ltd for construction of a 2 classroom block at Aluba P/S. Requisition dated 06/11/16, certification on 15/12/16 and payment on 05/01/17 (59 days). Payment of Shs 11,497,806 to Whimsu (U) Ltd for construction of a 2 classroom block with office and store at Arra P/S. Requisition 28/02/27, certification 04/04/17 and payment 11/04/17 (43 days). Payment of Shs 22,530,558 to Bosan Investments (U) Ltd for construction of a 2 classroom block at Mathurumbo NFE. Requisition 05/04/17, certification 07/04/17 and payment 11/04/17 (6 days). Payment of Shs 39,591,894 to Mamelih Investments Ltd for construction of a 2 classroom block with office at Alube P/S. Requisition 23/01/17, certification 04/04/17 and payment 11/04/17 (78 days). Average: 47 days.</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>There was evidence that the Education department submitted the annual performance report for FY2016/17 to the planner for consolidation on 08/08/2017 contrary to Mid-July standard, by Opoka Leza Miriam (Senior Education Officer) pg 101 of the APR</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>Zombo DLG education department had audit queries in FY16/17; for example, quarter 2 reports on Shs 71,350,031 unaccounted for funds in the education department (page 11-14). Quarter 3 report has a section on an audit performed on 30 primary schools and highlights issues such as deficiencies in financial records, accountabilities, budgetary inconsistencies etc (page 51-55).</p> <p>Zombo DLG education department later provided information on the status of implementation of audit findings in FY 2016/17. Effort was made to respond to the queries though some still remained unresolved .</p>
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Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2 	2	<p>There was evidence from the Education Department on dissemination of guidelines for use by senior women/ men teachers as per meeting with government headed Primary School Head teachers on 1st March 2016 which covered guidelines-under item 4.</p>
		<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	2	<p>There was evidence from the Education Department on dissemination of sanitation guidelines with the Inspector of Schools files for use on sanitation for girls and PWDs in primary schools as per meeting with government headed Primary School Head teachers on 1st March 2016 which covered internal supervision under item 4.</p>

		<ul style="list-style-type: none"> • Evidence that the School Management Committee meet the guideline on gender composition: score 1 	1	<p>There was evidence that all the 107 schools have established SMCs as per regulation as evidenced by “List of SMCs for approved list for 2016 by DEO letter and as evidenced at facility visited levels:</p> <ul style="list-style-type: none"> -Oturgang Boys P/S – 2 females out of 12 members - Oturgang Girls P/S – 2 females out of 12 members -Nyapea Boys P/S – 2 females out of 12 members -Nyapea Girls P/S – 4 females out of 12 members
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 3: 	3	<p>There was evidence at schools of guidelines on environmental management as per their workplans which included tree planting</p>



LGPA 2017/18

Health Performance Measures

Zombo District

(Vote Code: 587)

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>	3	<p>Approved structure FY 2017/18 had a total of 312 health staffs while the current staffs on payroll are 207 giving 66.3%.</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>A copy of joint recruitment plan dated 13th September 2017 from CAO Zombo to PS MoPS was seen at HRs Office with health workers positions included. Another copy of the request for clearance to recruit PHC staff 2017/2018 from MoPS to CAO Zombo dated 21st December 2017 with senior position in health was seen at DHOs office.</p> <p>An advert by Zombo DSC Ref. DSC/ZB/156/1/2018 dated 22/01/2018 was seen and recruitment was at level of shortlisting.</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>	8	<ul style="list-style-type: none"> • 100% of the health facility in-charges files were all appraised by the relevant supervisors

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>A copy of the updated staff list (December 2017) matched with that of the budget framework FY 17/18 (OBT) as seen at the DHOs office.</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 	3	<ul style="list-style-type: none"> • Copies of guidelines; IMNCI, Consolidated HIV 2016, UCG 2016 were seen at selected facilities(Zeu HC III, Paidha HC III, Jangokolo HC III, and Holy Family Hospital Nyapea). <p>However, there was no evidence at DHOs office showing whether these guidelines were disseminated</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 meeting minutes/ reports for such meetings were availed at the DHOs office</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>Supervision reports/Monitoring reports available at DHOs office showed that the Nyapea Hospital was supervised.</p> <ul style="list-style-type: none"> • Currently Zombo District doesn't have HC IV.

		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	1	Copies of Supervision reports seen from the DHOs office indicated that DHT supervised 64% of the health facilities.
7	The Health Sub-district(s) have effectively provided support supervision to lower level health units Maximum 6 points for this performance measure	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	0	No Supervision reports were availed at HSD In-charge office. (Holy family Hospital Nyapea).
8	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	Copies of the DHT supervisions reports indicated recommendations generated by the supervising teams and actions to be taken.
		• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6	0	• DHT supervision reports showed no recommendation followed up.

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities which are consistent with both HMIS reports and OBT: score 10 	10	<ul style="list-style-type: none"> • A copy of the list of Health facilities at the DHOs office that were consistently submitting the HMIS to the DHO/MOH were the same as the list of health facilities in the OBT.
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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>Minutes of social services committee meeting held on 22nd May, 2017 at the district headquarters among others discussed</p> <ul style="list-style-type: none"> • a motion on presentation, discussion and endorsing of budgets for FY2017/18 Min 29/May/SSC/2016/17 <p>Minutes of social services committee meeting held on 23rd September, 2016 discussed</p> <ul style="list-style-type: none"> • Departmental reports for health, Education and CBS Min 06/SEP/SSC/2016/17 and • Presentation, discussion and passing of a 5 years district HIV/AIDS strategic plan Min07/SEP/SSC/2016/17
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		<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	2	<p>Minutes of social services committee meeting held on 22nd May, 2017</p> <ul style="list-style-type: none"> under Min 29/May/SSC/2016/17, recommended to be presented for council approval a budget worth 2,888,130,542 for health sector FY2017/18 Under Min07/SEP/SSC/2016/17, the social service committee recommended the 5 years district HIV/AIDS strategic plan for council approval <p>Social services committee on Monday 22nd May, 2017 discussed and recommended to council the following:</p> <ul style="list-style-type: none"> The UGX 500 million transitional grant for PHC development grant to support the upgrading of Warr Health centre 3 and specifically for the construction of doctor's house and theatre.
11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 5 If 80-99% : score 3 If 70-79%: : score 1 If less than 70%: score 0 	5	<p>Copies of HUMC meeting minutes were availed at all the selected health facilities(100%).</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>Copies of PHC fund distribution list of health facilities were properly displayed on noticeboard of DHO and selected Health facilities.</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>A Copy of procurement Plan request to DPU from DHOs office seen at DPU was availed dated 03/05/2017.</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>A Copy of procurement request to DPU from DHOs office was availed at DPU dated 20/08/2017.</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>A copy of budget allocations for all health facilities for FY 16/17 from NMS to CAO Zombo was availed at DHOs office dated July 1st 2016.</p>

15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points 	2	<p>The payments reviewed show that the health department timely certifies and recommends suppliers for payment. Examples included: Payment of Shs 39,856,230 to Link Investments Ltd for construction of a maternity ward at Kango HC III. Requisition 18/01/17, certification 02/02/17 and payment on 02/02/17 (14 days). Payment of Shs 25,641,306 to Link Investment Ltd for construction of maternity ward at Kango HC III. Requisition 05/05/17, certification 10/05/17 and payment on 11/05/17 (6 days). Payment of Shs 12,158,657 to Leku GL Yesu Nuti Engineering Works Ltd for rehabilitation of Warr HC III. Requisition 12/01/17, certification 01/02/17 and payment on 02/02/17 (20 days). Payment of Shs 28,371,176 to Jephtar & Sons for completion of Kigezi OPD. Requisition on 12/01/17, certification 01/02/17 and payment on 02/02/17 (20 days). Average: 15 days.</p>
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>There was evidence that the health department submitted the annual performance report for FY2016/17 to the planner for consolidation on 08/08/2017 contrary to Mid-July standard, by Ongiera Sam Ajoga (Ag. DHO) pg 97 of the APR</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</p> <ul style="list-style-type: none"> • 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 	0	<p>Zombo DLG health department had internal audit queries in FY 2016/17. Effort was made to respond to the queries, but some remained unresolved.</p> <p>For example, quarter 1 reported on a stolen motorcycle and the inconsistencies in the follow-up process (page 7). Quarter 2 reported on unaccounted for funds to a tune of Shs 18,094,000 (page 27-28). Quarter 3 reported on an audit performed on 6 health centres. Issues included inconsistencies in verification of drugs deliveries, poor maintenance of compounds and impromptness in accountabilities (page 20-54). Quarter 4 reported on unaccounted for funds to a tune of Shs 87,053,000 (page 45-47)</p>
Assessment area: Social and environmental safeguards				
18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2 	2	<p>Copies of HUMC members list displayed in selected health facilities met the gender composition of both female and males.</p> <p>Copies of Guidelines on HUMC selection were also available in the selected health units</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"> • No Copies of sanitation management guidelines were seen at the selected health units
19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> • Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points. 	0	<ul style="list-style-type: none"> • No Copies of guidelines on medical waste management were seen in all the selected health facilities



LGPA 2017/18

Water & Environment Performance Measures

Zombo District

(Vote Code: 587)

Score 49/100 (49%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10 	10	<p>The annual work plan for the financial year 2017/2018 planned to drill 9 boreholes and 1 motorized deep boreholes to increase the status of 82% safe water coverage in the area. The drilling of deep boreholes in the sub counties have been finalized and the procurement processes is in progress. The allocated sub counties are Zeu sub county, 2 deep borehole with water source coverage of 80%, 2 in Athuma, 2 in Warr, Paidha, Alongi, Akoa sub counties 1 each and 1 motorized deep borehole in Zombo trading centre. All the sub counties with low safe water coverage in the district were allocated water sources.</p>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15 	15	<p>According to Zombo district water department 3rd quarter report for Financial year 2016/2017, 8 deep boreholes and 7 springs in the financial year 2016/2017 were implemented in all sub counties including areas with low safe water coverage in the district.</p>
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • If more than 95% of the WSS facilities monitored: score 15 • 80 - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60 - 69% monitored: score 5 • 50 - 59%: score 3 • Less than 50% of WSS facilities monitored -score 0</p>	7	<p>The monthly monitoring and supervision of project investment records shows that the district water department carried out monitoring and supervision of each of WSS facilities of 70% of the WSS facilities at least once in a year.</p>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<p>• Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10</p>	0	<p>There was inconsistency of years on workplan outputs, approved budgets were for 2014/2015 and 2015/2016; under output; borehole drilling and rehabilitation the narrative lists planned borehole for this year,</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>The water department submitted annual procurement plans on 24th May 2017 with the technical requirements covering all the investment items for the sector annual work plans and budgets for financial year 2017/2018, this is after recommended date of 30th April .</p>
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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

0

The water department implemented 1 borne latrine, 9 deep boreholes and 7 springs. There is an evidence of appointing contract managers Ngageno Isaac, assistant water engineer dated 10/01/2017 to supervise drilling of deep boreholes, springs, appointed Joseph Otingcwonyo, assistant water officer, dated 10/01/2018, to supervise VIP toilet facilities and a water borne toilet facility construction, appointed Camudwogo Collins, dated 27/12/2016 to closely supervise the surprise, contract implementation plan and general progress of the projects. However, there was no evidence of contract managers preparing the contract management plan to guide the implementation process

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

0

During the assessment period, 5 water sources and sanitation facilities were sampled. The evidence shows that the designs for sanitation facilities were available and followed during the construction. However there was no designs for deep borehole surface, to ascertain 3 of the water source with open sock pit.

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

0

During the assessment period, there was no evidence of a contractor handing over all completed WSS facilities.

- If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2

0

There was evidence of DWO certifying payments of completed projects but there was no evidence of filed detailed completion reports and management plans.

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>The payments reviewed show that the water sector timely certifies and recommends suppliers for payment. Examples include: Payment of Shs 27,740,000 to Future Services Ltd for construction of 8 protected water springs. Requisition 12/06/17, certification 22/06/17 and payment 04/07/17 (22 days). Payment of Shs 801,491 to Aquatech Enterprises Ltd as balance on borehole sighting and drilling. Requisition 24/04/17, certification 20/03/17 and payment 13/06/17 (49 days). Payment of Shs 13,462,400 to Aquatech Enterprises Ltd for borehole sighting. Requisition 03/01/17, certification 18/01/17 and payment 02/02/17 (29 days). Average: 33 days.</p>
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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>There was evidence that the water department submitted the annual performance report for FY2016/17 to the planner for consolidation on 08/08/2017 contrary to Mid-July standard, by Openjuru Vincent (DWO) pg 113 of the APR</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 	0	<p>Zombo DLG water department had internal audit queries in FY 2016/17. Effort was made to respond to the queries, but some remained unresolved.</p> <p>For example, quarter 2 reports on Shs 2,400,000 unaccounted for funds released for training of the water and sanitation committee (PV. 14) and Shs 1,048,000 released for sensitisation of the community on 6 critical requirements in water management (PV.8). The two queries were later cleared.</p> <p>Quarter 4 reported on accountability of Shs 1,386,000 released for post construction support to water user committees (PV.39).</p>

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>Minutes of social services committee meeting held on 22nd May, 2017 at the district headquarters among others discussed</p> <ul style="list-style-type: none"> • a motion on presentation, discussion and endorsing of budgets for FY2017/18 Min 29/May/SSC/2016/17 <p>Minutes of finance and works committee meeting held on 23rd/09/2016 at district chairperson's office.</p> <ul style="list-style-type: none"> • Under minute 04/SEP/FIN/2016/17 – Presentation and discussion of Departmental reports especially on the issue of construction of water points/dams to provide water for animals
		<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	3	<p>Minutes of district council meeting held on 25th May, 2017 at the district community hall, the finance, planning and works committee submitted recommendations on budget under water sector worth 364,369,613 for FY 2017/18 for council approval- Min 37/COU/2016/17</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>During the assessment period, there was no evidence of displaying annual work plan, detailed activities and locations, budget limits release and expenditure for water department as per the PPDA Act. However, there was an evidence of discussing the water sector quarterly progress reports dated on 4/01/2018 and for 20/9/2017. The issues discussed include financial performance, physical performance, sanitation and hygiene, key challenges and way forward among others.</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>During the assessment period, 5 sanitation and 5 water facilities were sampled. It was observed that there was an attempt to label the facilities but not meeting a required labelling standards, 4 sampled VIP latrines at Warr, and Zeu, sub counties, and Athuma and Mavura primary schools did not have a contractor name and 1 water borne toilet at the district headquarter was not labelled at all. Whereas the 5 sampled water sources visited at Ngongu, Pamwodu, Akwerali, Songoli and Manzi communities did not have complete project name, and contractor name.</p>
		<ul style="list-style-type: none"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	2	<p>During the assessment period, there was evidence of sharing information of awarded tenders and contracts for evaluated bidders as per the procurement requirement dated on 3/1/2017 with the removal from the notice board date of 12/1/2018 on file. This was indicating contractor name /contract and contract sum, details for not awarding un successful bidders and others</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>The water department planned to drill 9 deep boreholes and 1 motorized deep borehole. During the assessment period the current financial year process was not yet completed and drilling process have not started. There was evidence of 5 sampled previous financial year, the community beneficiaries applied for water sources and paid community contribution of Ushs 200,000/ from each community.</p>
		<ul style="list-style-type: none"> • Number of water supply facilities with WSCs that are functioning evidenced by collection of O&M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2 	2	<p>During the assement period, 5 water source facilities of Araa hill-Zeu sub county, Ocwolo and Arikpa central-Athuma , Obayo-Warr parish and Manzi community source were sampled to assess WSCs that are functioning with evidence of collection of O&M funds. It was established that the committees are in place with evidence of operation and management fund that is being used to maintain the water sources and building wall fences.</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	Guidelines for environmental impact assessment in Uganda (July 1997), page 45, provides a checklist for environment and social screening of small and big projects. During the assessment period, there was no evidence of any project environment and social screening assessment report on record.
	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	There was no evidence of follow up support provided in case of unacceptable environmental concerns.
		<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	0	There was evidence of environmental costs on bills of quantities, however there was no clause of environmental protection on construction and supervision contracts
14	The LG Water department has promoted gender equity in WSC composition. Maximum 3 points for this performance measure	<ul style="list-style-type: none"> • If at least 50% WSCs are women as per the sector critical requirements: score 3 	3	The 5 sampled WSCs Araa hill-Zeu sub county is composed of 7(3female,4 male), Ocwolo 7(2 male, 5 female), Arikpa central-Athuma 7(2 male, 5 female), Obayo-Warr 7(3 female, 4 male) shows the evidence of complying with the requirement of at least 50% of women Songoli-Zeu sub county 7(3 female, 4 males), meeting a critical requirement of promoting gender equity.
15	Gender- and special-needs sensitive sanitation facilities in public places/RGCs. Maximum 3 points for this performance measure	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	0	The 5 sampled toilet facilities were inspected during the assessment. it was observed that ramps to ease access of people with disabilities were constructed on all 5 toilet facilities. however, the underneath door step of 4 toilet facilities at Warr, and Zeu sub counties, Athuma and Mavura primary schools hinders easy access of people with disabilities with only 1 water borne toilet at the district meeting access standards. The stances for women and men were separated but not marked based on the gender difference making it difficult to identify.