

5.1 Performance on Health Sector Performance Measures

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings																								
(A) Human resource planning and management (Maximum 26 points)	1.	LG has substantively recruited primary health workers with a wage bill provision from PHC wage (Maximum 8 points)	Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY (2018/19) <ul style="list-style-type: none"> • More than 80% filled: score 8 points, • 60 – 80% - score 4 points • Less than 60% filled: score 0 	<ul style="list-style-type: none"> ▪ From the LG Performance Contract: <ul style="list-style-type: none"> ✓ Check the LG approved structure ✓ Check wage bill provision ✓ Establish the positions filled <i>If there is evidence of effort to recruit (e.g. advertisement etc.) but LG has failed to attract provide the score.</i> 	8	<ul style="list-style-type: none"> ▪ There was evidence that LG has filled 93.4% of the structure for primary health workers with a wage bill provision from PHC wage for the current FY (2018/19) ▪ Gulu Municipal council has four health facilities all of which are at HC III level. Specific details are indicated in the table below. <table border="1"> <thead> <tr> <th>Health facility</th> <th>Recommended staffing norm</th> <th>Positions filled</th> <th>%age</th> </tr> </thead> <tbody> <tr> <td>Anywee HCIII</td> <td>19</td> <td>19</td> <td>100%</td> </tr> <tr> <td>Bardege HCIII</td> <td>19</td> <td>17</td> <td>89.5%</td> </tr> <tr> <td>Laroo HCIII</td> <td>19</td> <td>18</td> <td>94.7%</td> </tr> <tr> <td>Layilbi HCIII</td> <td>19</td> <td>17</td> <td>89.5%</td> </tr> <tr> <td>Total</td> <td>76</td> <td>71</td> <td>93.4%</td> </tr> </tbody> </table>	Health facility	Recommended staffing norm	Positions filled	%age	Anywee HCIII	19	19	100%	Bardege HCIII	19	17	89.5%	Laroo HCIII	19	18	94.7%	Layilbi HCIII	19	17	89.5%	Total	76	71	93.4%
	Health facility	Recommended staffing norm	Positions filled	%age																										
Anywee HCIII	19	19	100%																											
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Layilbi HCIII	19	17	89.5%																											
Total	76	71	93.4%																											
2.	The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department (Maximum 6 points)	Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY (2018/19), covering the vacant positions of health workers: score 6 points	<ul style="list-style-type: none"> ▪ From the Performance Contract, review recruitment plan to determine whether the vacant positions of primary health care workers have been included in the current FY (2018/19) 	0	<ul style="list-style-type: none"> ▪ There was no evidence of a recruitment plan for 2018/19. 																									

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	3.	The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital in-charge and ensured performance appraisals for HC III and II in-charges are conducted.	Evidence that all health facility in-charges have been appraised during the previous FY (2017/18): <ul style="list-style-type: none"> 100%: score 8 points 70 – 99%: score 4 points Below 70%: score 0 	<ul style="list-style-type: none"> From the LG HR department, obtain and review a sample of in-charge personnel files to determine whether they were appraised during the previous FY (2017/18). 	4	For FY 2017/18, 3 out of 4 health facility in-charges were appraised. This is equivalent to 75% <table border="1"> <thead> <tr> <th>Health facility</th> <th>In-charge</th> <th>Date appraised</th> </tr> </thead> <tbody> <tr> <td>Anywee HCIII</td> <td>Judith Aceng</td> <td>30th June 2018</td> </tr> <tr> <td>Bardege HCIII</td> <td>Carolyn Adubango</td> <td>15th August 2018</td> </tr> <tr> <td>Laroo HCIII</td> <td>Joyce Nono</td> <td>30th June 2018</td> </tr> <tr> <td>Layibi HCIII</td> <td>Solomon Obol</td> <td>Not appraised</td> </tr> </tbody> </table>	Health facility	In-charge	Date appraised	Anywee HCIII	Judith Aceng	30 th June 2018	Bardege HCIII	Carolyn Adubango	15 th August 2018	Laroo HCIII	Joyce Nono	30 th June 2018	Layibi HCIII	Solomon Obol	Not appraised
	Health facility	In-charge	Date appraised																		
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	4.	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 (2018/19). (Maximum 8 points)	<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 (2018/19), and if not provided justification for deviations: score 4 points 	<ul style="list-style-type: none"> From the MHO, obtain and review a sample of health facilities (rural and urban) verify whether the health workers as indicated in the staff lists are actually deployed in the health facilities. 	4	<ul style="list-style-type: none"> There was evidence that the LG Health department deployed health workers equitably, in line with the lists submitted with the budget for the current FY 2018/19 We sampled two health facilities: Bardege HCIII and Layibi HCIII. Staff lists provided by Local Government Human Resource department is consistent with staff list retrieved from Bardege HCIII and Layibi HCIII 															
(B) Monitoring and	5.	The MHO has effectively communicated and	<ul style="list-style-type: none"> Evidence that the MHO has communicated all guidelines, policies, 	<ul style="list-style-type: none"> From MCH obtain guidelines, policies, circulars issued by 	0	<ul style="list-style-type: none"> There was no evidence that the MHO communicated all guidelines, policies, circulars issued by the national level in the previous FY 															

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supervision <i>(Maximum 32 points)</i>		explained guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to health facilities <i>(Maximum 6 points)</i>	circulars issued by the national level in the previous FY (2017/18) to health facilities: score 3 points	<ul style="list-style-type: none"> the national level in the previous FY (2017/18) to health facilities (MOH to prioritize the documents to be reviewed) From the MHO obtain evidence that s/he communicated guidelines, policies, circulars to health facilities (e.g. through meetings, submission letters, etc.). From the sample of health facilities, check whether the guidelines, policies, circulars were received. If all guidelines of the previous year are still applicable and no new ones have been issued, then score 3 	0	<ul style="list-style-type: none"> There was no evidence that the MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level In FY 2017/18 municipal health officer had meeting with

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	6.	The LG Health Department has effectively provided support supervision to district health services (Maximum 6 points)	<ul style="list-style-type: none"> Evidence that MHT has supervised 100% of HC IVs and district hospitals (including PNFsPs receiving PHC grant) at least once in a quarter: score 3 points 	<ul style="list-style-type: none"> From the MHO obtain: <ul style="list-style-type: none"> The LG support supervision reports (quarterly) Minutes of MHT meeting. Facility records 	3	<ul style="list-style-type: none"> In-charges <ol style="list-style-type: none"> 1st meeting was held on 21st July 2017 2nd meeting was held on 8th February 2018 3rd meeting was held on 12th April 2018 In all these meetings, there was no discussions of policies, guidelines, and circulars MLG does not have a health facility at this level within its jurisdiction. Based on the guidance provided by USMID the MLG scores the full marks.
	7.	The LG Health department (including HSDs) have discussed the	<ul style="list-style-type: none"> Evidence that MHT has ensured that HSD has supervised lower level health facilities within the previous FY (2017/18): <ul style="list-style-type: none"> If 100% supervised: score 3 points 80 - 99% of the health facilities: score 2 points 60% - 79% of the health facilities: score 1 point Less than 60% of the health facilities: score 0 Evidence that all the 4 quarterly reports have been discussed and used to make 	<ul style="list-style-type: none"> From the MHO obtain and review: <ul style="list-style-type: none"> Support supervision and monitoring visit 	0	<ul style="list-style-type: none"> There was no evidence that supervision reports were discussed to make recommendation for corrective action

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		results/ reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and follow up (Maximum 10 points)	<ul style="list-style-type: none"> recommendations (in each quarter) for corrective actions during the previous financial year (2017/18): score 4 points Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6 points 	<ul style="list-style-type: none"> reports <ul style="list-style-type: none"> Minutes of quarterly meetings Minutes of monthly MHT meetings From the sampled health facilities, determine whether the Health department provided recommendations from the supervision visits and followed up. 	<ul style="list-style-type: none"> 0 	<ul style="list-style-type: none"> There was no evidence that the recommendations were followed – up and specific activities undertaken for correction
	8.	The LG Health department has submitted accurate/ consistent reports/ data for health facility lists receiving PHC funding as per formats provided by MoH (Maximum 10 points)	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/ consistent data regarding list of facilities receiving PHC funding, which are consistent with both HMIS reports and PBS - score 10 points 	<ul style="list-style-type: none"> From the MoH obtain and review: <ul style="list-style-type: none"> HMIS reports for the current FY (2018/19) The performance contract for the current FY (2018/19) Check whether the lists of health facilities submitted are consistent/ similar 	<ul style="list-style-type: none"> 0 	<ul style="list-style-type: none"> The assessment team could not assess this performance measure because they could not obtain copies of HMIS reports for health facilities for FY 2018/19 from MoH

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(C) Governance, transparency, and accountability <i>(Maximum 14 points)</i>	9.	The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council <i>(Maximum 4 points)</i>	<ul style="list-style-type: none"> Evidence that the committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY (2017/18) - score 2 points 	<ul style="list-style-type: none"> From the Clerk to Council obtain and review: Health sector standing committee meeting minutes – check if the Council has approved the sector implementation plan and discussions by the committee Review the MHO's reports to the committee 	0	<ul style="list-style-type: none"> There was no evidence that the committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports For FY 2017/18 the committee sat 3 times <ul style="list-style-type: none"> a) 1st meeting was held on 6th August 2017,; b) 2nd meeting was held on 5th February 2018 and c) 3rd meeting was on 27th July 2018. In all these meetings issues discussed were matters arising mostly. 		
			<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council - score 2 points 	<ul style="list-style-type: none"> From the Clerk to Council obtain and review health sector standing committee meeting minutes – check if the sector committee has presented issues that require approval. 				
	10.	The Health Unit Management Committees and Hospital Board are operational/ functioning	Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of	<ul style="list-style-type: none"> Check files of HUMCs and minutes of HUMCs (Check list for all and sample 5 to review) 	5	<ul style="list-style-type: none"> We sampled two health facilities; Bardege HCIII and Layibi Tech HCIII. All (100%) had functional health unit management committee for the FY 2017/18. The specific details are shown below: 		
						<table border="1"> <tr> <td>Health Facility</td> <td>Meeting dates</td> </tr> </table>	Health Facility	Meeting dates
Health Facility	Meeting dates							

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(D) Procurement and contract management (Maximum 8 points)	11.	The LG has publicised all health facilities receiving PHC non-wage recurrent grants (Maximum 4 points)	<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 4 points 	<ul style="list-style-type: none"> Check the LG Notice Boards and LG budget website to establish if the Health department publicised all facilities receiving non-wage recurrent grants Check a sample of health facilities 	3	<ul style="list-style-type: none"> There was evidence that the MLG displayed all health facilities receiving PHC non-wage recurrent grants. This was evident at the LG notice board and notice boards of respective health facilities.
	12	The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30, 2018 for the current FY (2018/19) - score 2 	<ul style="list-style-type: none"> From the Municipal Health Officer (MHO) obtain and review submissions to PDU; From PDU crosscheck submission from DHO 	0	<ul style="list-style-type: none"> The health department prepared and submitted to PDU input to procurement plan that covered all investment items in the approved Sector annual work plan and budget on 8th May 2018. This submission was after the deadline of 30th April 2018 At time of the assessment the health department had not submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY (2018/19)

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		annual work plan and budget (Maximum 4 points)	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY (2018/19) - score 2 points 			
	13	The LG Health department has certified and initiated payment for suppliers on time (Maximum 4 points)	<ul style="list-style-type: none"> Evidence that the MHO (as per contract) certified and recommended suppliers timely for payment- score 4 points 	<ul style="list-style-type: none"> From the CFO obtain a sample of contracts, review and determine whether payment requests were certified and recommended on time 	4	<p>We reviewed two contracts and these included;</p> <ul style="list-style-type: none"> Supply of Fuel, Lubricants for the Health department by M/s Nile Energy Limited. The amount requested was Ushs. 2,000,000 for 735.3 litres. The LPO (LPO-00603) was raised on 25th January 2018 and was approved by Vote controller (Municipal Engineer) on same date. The LPO was verified by the George Kidega- Principal Treasurer and approved by the Town Clerk on 29th January 2018. The supplier was paid on 2nd February 2018 vide a payment voucher number PV-HE000179. Supply of stationery for the Health department by M/s Prime Trade Links. The amount requested was for stationary Ushs. 1,847,000. The LPO (serial No 001539976) was raised on 4th September 2017 was approved by Vote controller (Nyadru Richard-Principal Health Officer) on same date. The LPO was verified by the George Kidega- Principal Treasurer and approved by the Town Clerk on 6 September 2017. The supplier was paid on 8th September 2017 vide a payment voucher number PV-HE00026.
(E) Financial management and reporting	14	The LG Health department has submitted annual	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance 	<ul style="list-style-type: none"> From the Planning Unit, obtain and review performance 	4	<ul style="list-style-type: none"> The Health department prepared and submitted the 2018/19 quarterly reports and annual performance report that included progress in the execution of the

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(Maximum 8 points)		reports (including all quarterly reports) in time to the Planning Unit (Maximum 4 points)	report for the previous FY - 2017/18 (including all four quarterly reports) to the Planner by mid-July for consolidation - score 4 points	<ul style="list-style-type: none"> report files from the MHO check annual and quarterly reports for the previous FY (2017/17) 		<ul style="list-style-type: none"> planned activities to the Planning Unit for consolidation. Discussion with the Municipal Economic Planner indicated that the performance reports were prepared using the PBS system where each Sector populated its section in the system and the planning unit made the consolidation. Online submission of the consolidated quarterly reports were then done by the Municipal Economic Planner. Our review of the submitted reports indicated that the performance reports contained sections on the Health sector. However the Economic Planner did not keep record of the date on which the Health sector completed populating its section in the system. Nevertheless we confirmed that the online submission of the all the four quarterly reports was done on the dates indicated in the table below. <table border="1"> <thead> <tr> <th>Quarter</th> <th>Online Submission date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08/01/2018</td> </tr> <tr> <td>2</td> <td>19/03/2018</td> </tr> <tr> <td>3</td> <td>10/05/2018</td> </tr> <tr> <td>4</td> <td>27/08/2018</td> </tr> </tbody> </table>	Quarter	Online Submission date	1	08/01/2018	2	19/03/2018	3	10/05/2018	4	27/08/2018
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1	08/01/2018															
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	15	LG Health department has acted on Internal Audit recommendations (if any) (Maximum 4 points)	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 <ul style="list-style-type: none"> If sector has no audit query - score 4 points 	<ul style="list-style-type: none"> From the Internal Auditor obtain copies of sector audit reports from the internal audit and Management responses for the previous FY 	2	<ul style="list-style-type: none"> During the assessment we noted that the internal audit identified anomalies such as poor toilet facilities at health centres, health facilities with no land titles, unutilized incinerator and delayed accountabilities for business advances. <p>Clarification was provided to the internal audit department on the issues raised. The MLG is currently processing titles for the health centers.</p>										

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(F) Social and environmental safeguards (Maximum 12 points)	16	Compliance with gender composition of Health Unit Management Committee (HUMC) and promotion of gender sensitive sanitation in health facilities. (Maximum 4 points)	<ul style="list-style-type: none"> If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year (2017/18) - score 2 points If all queries are not responded to - score 0 	(2017/18)		<ul style="list-style-type: none"> The HUMC composition at all sampled health facilities (Layibi Techo health center III and Laroo Health center III) met the gender composition requirement; we reviewed lists of the members of HUMCs and noted that each had 9 members and 3 of them were women. This translated into 33.3%.
			<ul style="list-style-type: none"> Evidence that HUMC meet the gender composition as per guidelines (i.e. minimum 30% women) - score 2 points Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women - score 2 points 	<ul style="list-style-type: none"> From the sampled health facilities, find out whether the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women 	0	<ul style="list-style-type: none"> There was no evidence to show that the MLG issued guideline on how to manage sanitation in health facilities at the sampled health facilities. However, there were guidelines on sanitation displayed at the sampled health facilities, and facilities for men and women are well separated. However, one of the health facilities (Layibi Techo Health Center III) had recently been under renovation and the guideline charts were removed from the walls during repainting.
	17	LG Health department has ensured that guidelines on environmental	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the 	<ul style="list-style-type: none"> From the Environmental officer obtain and review filled screening forms to ascertain 	2	<ul style="list-style-type: none"> Projects in the health sector were among the projects screened in 2017/18. Screening forms were reviewed, fully filled and duly signed. The Environmental officer and CDO have visited the sites during monitoring to check whether the

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	18	The LG Health department has issued guidelines on medical waste management (Maximum 4 points)	<ul style="list-style-type: none"> checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: score 2 points The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: score 2 points 	<ul style="list-style-type: none"> whether screening was done and whether risks mitigation plans were developed. From the Environmental officer and CDO obtain and review Site visit reports to establish whether they checked compliance to the risk mitigation plans 	0	<ul style="list-style-type: none"> There was no evidence that the MLG had issued guidelines on medical waste management to the sampled health facilities. However, from the sampled health facilities, there were medical waste management guidelines in form of medical waste segregation charts displayed at various locations around the facilities.
Total					44	

5.2 Performance on Education Sector Performance Measures

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings																		
(A) Human resource planning and management <i>(Maximum 30 points)</i>	1.	The Municipal LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school) <i>(Maximum 8 points)</i>	<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 (2018/19) - score 4 points 	<p>From the Municipal LG Performance Contract: (i) review the list of schools; and (ii) the staff lists and validate that:</p> <ul style="list-style-type: none"> The Municipal LG has budgeted for at least a Head Teacher and a minimum of 7 teachers per school. 	4	<ul style="list-style-type: none"> There was evidence that the MLG budgeted for a Head teacher and minimum of 7 teachers per school for the current FY2018/2019. The performance contract vote 754 for Gulu MLG was reviewed and the lists of schools were verified. It was established that there are 31 primary schools. The total staff lists comprise of 679 The Wage bill provision was Shs. 6,416,202,000 The budgets for quarter 1 to quarter 4 for the current FY were reviewed for vote 754 and it was validated that the MLG has budgeted for a head teacher & minimum of 7 teachers per school Regarding deployment, from vote 754 for Gulu MLG, staff lists and school lists were reviewed. Five sampled schools were verified as per staffing status. <table border="1"> <thead> <tr> <th>School</th> <th>Staff list</th> <th>Actual deployed</th> </tr> </thead> <tbody> <tr> <td>Vanguard P/S</td> <td>44</td> <td>44</td> </tr> <tr> <td>Christ P/S</td> <td>23</td> <td>23</td> </tr> <tr> <td>Kasubi P/S</td> <td>37</td> <td>37</td> </tr> <tr> <td>Highland P/S</td> <td>15</td> <td>15</td> </tr> <tr> <td>Gulu Public P/S</td> <td>23</td> <td>23</td> </tr> </tbody> </table> <p>It was validated that the teachers as indicated in the staff lists are actually deployed in the schools</p>	School	Staff list	Actual deployed	Vanguard P/S	44	44	Christ P/S	23	23	Kasubi P/S	37	37	Highland P/S	15	15	Gulu Public P/S	23	23
			School	Staff list			Actual deployed																	
Vanguard P/S	44	44																						
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Kasubi P/S	37	37																						
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Gulu Public P/S	23	23																						
<ul style="list-style-type: none"> Evidence that the Municipal LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY (2018/19) - score 4 points 	<p>From the MEO obtain and review</p> <ul style="list-style-type: none"> Teachers' lists to determine whether Municipal LG has deployed a Head Teacher and minimum of 7 teachers (or minimum of a teacher per class for schools with less than P.7) per school for the current FY (2018/19). From the sampled schools (urban and rural), verify whether the teachers as 																							

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				indicated in the staff lists are actually deployed in the schools.		
	2.	Municipal LG has substantively recruited all primary school teachers where there is a wage bill provision (Maximum 6 points)	<ul style="list-style-type: none"> ▪ Evidence that the Municipal LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> ✓ If 100% - score 6 points ✓ If 80 - 99% - score 3 points ✓ If below 80% - score 0 points 	<p>From the Municipal LG Performance Contract:</p> <ul style="list-style-type: none"> ▪ Check the Municipal LG approved structure ▪ Check wage bill provision ▪ Positions filled. <p><i>If there is evidence of effort to recruit (e.g. advertisement etc.) but Municipal LG has failed to attract, provide the score.</i></p>	3	<ul style="list-style-type: none"> • The performance contract vote 754 GMC was checked and the MLG approved structure is 800 teachers and the total number of teachers on payroll is 679. • The wage bill provision for Education was Shs. 6,416,402 • From the HRM registers the MLG has filled the structure for Primary teachers at 84% (679 out of 800).
	3.	Municipal LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision. (Maximum 6 points)	<ul style="list-style-type: none"> ▪ Evidence that the Municipal LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision - score 6 points 	<p>From the Municipal LG Performance Contract:</p> <ul style="list-style-type: none"> ▪ Check the Municipal LG approved structure ▪ Positions filled. 	6	<ul style="list-style-type: none"> ▪ From the MLG performance contract vote 754 GMILG, the MLG approved structure for school inspectors is 02. ▪ It was validated that the MLG has substantively filled all positions of school inspectors as per staff structure namely: <ul style="list-style-type: none"> a) Ms. Atim Fiona Grace – Municipal Inspector of Schools. b) Ms. Aber Proscovia – Assistant Inspector of School.
	4.	The LG Education department has submitted a recruitment plan	Evidence that the Municipal LG Education department has submitted a recruitment plan to HRM	<p>From the Municipal LG Performance Contract:</p> <ul style="list-style-type: none"> • Review the 	4	<ul style="list-style-type: none"> • The FY 2018/19 the recruitment plan was reviewed. It was validated that the position of school Inspectors are all filled

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings																		
		covering primary teachers and school inspectors to HRM for the current FY (2018/19). (Maximum 4 points)	for the current FY (2018/19) to fill positions of: <ul style="list-style-type: none"> Primary Teachers - score 2 points School Inspectors - score 2 points 	recruitment plan to determine whether the vacant positions of teachers and inspectors have been included.		<ul style="list-style-type: none"> Four (4) vacant positions of teachers are also included. 																		
	5.	The Municipal 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 (2017/18). (Maximum 6 points)	Evidence that the Municipal LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY (2017/18) <ul style="list-style-type: none"> 100% school inspectors - score 3 points Primary school head teachers <ul style="list-style-type: none"> 90 - 100% - score 3 points 70% and 89% - score 2 points Below 70% - score 0 	From the Municipal HR department obtain and review: <ul style="list-style-type: none"> Personnel files for school inspectors and a sample of head teachers to determine whether they were appraised during the previous FY (2017/18). <p style="text-align: center;">2</p>		<ul style="list-style-type: none"> Staff personnel files and appraisal reports for previous FY2017/18 were reviewed. It was validated that of the 2 inspectors, only Ms. Atim Fiona Grace (M/IS) was appraised on 16th September 2017. Five head teachers were sampled and it was validated that they were all appraised as namely; <table border="1" data-bbox="311 1444 755 2053"> <thead> <tr> <th>Name of Primary school</th> <th>Name of Head teacher</th> <th>Date appraised</th> </tr> </thead> <tbody> <tr> <td>Gulu Baptist P/S</td> <td>Kidega Walter Odongpiny</td> <td>21/2/2018</td> </tr> <tr> <td>Kasubi Central P/S</td> <td>Alinga Christine Ociti</td> <td>29/12/2017</td> </tr> <tr> <td>Kasubi P/S</td> <td>Oywak Patrick</td> <td>4/3/2018</td> </tr> <tr> <td>Holy Rosary P/S</td> <td>Ondoki Charles</td> <td>15/3/2018</td> </tr> <tr> <td>Kirombe P/S</td> <td>Labongo Grace</td> <td>7/2/2018</td> </tr> </tbody> </table> 	Name of Primary school	Name of Head teacher	Date appraised	Gulu Baptist P/S	Kidega Walter Odongpiny	21/2/2018	Kasubi Central P/S	Alinga Christine Ociti	29/12/2017	Kasubi P/S	Oywak Patrick	4/3/2018	Holy Rosary P/S	Ondoki Charles	15/3/2018	Kirombe P/S	Labongo Grace	7/2/2018
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Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
(B) Monitoring and inspection (Maximum 35 points)	6.	The Municipal LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to schools (Maximum 3 points)	<ul style="list-style-type: none"> Evidence that the Municipal LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to schools - score 1 point 	<ul style="list-style-type: none"> From MOES obtain guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to schools From the MEO obtain evidence that s/he communicated guidelines, policies, circulars to schools. From the sampled schools, check whether the guidelines, policies, circulars were received. 	1	<ul style="list-style-type: none"> There was evidence that the MLG effectively communicated all policies, guidelines, circulars issued by national level the previous FY 2017/2018 Letters dated 3rd May 2018 were written to head teachers to discuss Guidelines for beginning & closure of term. In the meeting held on 10th May 2018 under Min 02/EM/01/2018, discussions on circulars were held.
	7.	The Municipal LG Education Department has effectively	<ul style="list-style-type: none"> Evidence that the Municipal 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 - score 2 points 	<ul style="list-style-type: none"> From the MEO obtain and review evidence of the meetings with Head Teachers From the MEO, obtain and review school inspection reports and 	6	<ul style="list-style-type: none"> The assessment team reviewed minutes of meetings with head teachers provided by the MEO. <ul style="list-style-type: none"> On 10th May 2018 under MIN 03/EM/01/2018 circulars on corporal punishments, registration of school pupils by National Identification and Registration Authority were discussed. Under MIN 04/EM/01/2018, Policy on school feeding program was discussed. It was validated that the MLG explained and sensitized head teachers on the policies etc. From MEO, we obtained and reviewed the school inspection reports and inventory of schools inspected in the previous FY 2017/18. A sample of 5 government aided schools and 5 private schools was selected.

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
		inspected all registered schools (Maximum 12 points)	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 	<ul style="list-style-type: none"> inventory of schools inspected in the previous FY (2017/18) From sampled school verify the number of times they were inspected during the previous FY (2017/18) 		<ul style="list-style-type: none"> It was therefore validated that 7 out of 10 sampled schools (70%) had been inspected at least once 3 times during FY 2017/18. Eagle P/S, Mother Ludia P/S and Credo P/S were not inspected as required. The specific details were as follow: <p>Category 1: Government aided schools</p> <p>1) Holy Rosary P/S</p> <p>This was inspected as follows;</p> <p>a) Qtr 1 (July – Sept, 2017) – 25/07/2017</p> <p>b) Qtr 2 (Oct – Dec, 2017) – 8/11/2017</p> <p>c) Qtr 3 (Jan – Mar, 2018) – 5/03/2018</p> <p>d) Qtr 4 (April- June, 2018) – 19/04/2018</p> <p>2) Highland P/S</p> <p>This was inspected as follows;</p> <p>a) Qtr 1 (July – Sept, 2017) – no reports</p> <p>b) Qtr 2 (Oct – Dec, 2017) – 2/11/2017</p> <p>c) Qtr 3 (Jan – Mar, 2018) – 6/03/2018</p> <p>d) Qtr 4 (April- June, 2018) – 10/04/2018</p> <p>3) Police/Vanguard P/S</p> <p>This was primary school inspected as follows;</p> <p>a) Qtr 1 (July – Sept, 2017) – 1/08/2017</p> <p>b) Qtr 2 (Oct – Dec, 2017) – 17/10/2017</p> <p>c) Qtr 3 (Jan – Mar, 2018) – 28/02/2018</p> <p>d) Qtr 4 (April- June, 2018) – 23/04/2018</p> <p>4) Gulu Public P/S</p> <p>This primary school was inspected as follows;</p> <p>a) Qtr 1 (July – Sept, 2017) – 19/07/2017</p> <p>b) Qtr 2 (oct – Dec, 2017) – 13/11/2017</p>

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
						<p>c) Qtr 3 (Jan – Mar, 2018) – 28/03/2018</p> <p>d) Qtr 4 (April- June, 2018) – 24/04/2018</p> <p>5) Kasubi Army P/S</p> <p>This primary school was inspected as follows;</p> <p>a) Qtr 1 (July – Sept, 2017) – 29/09/2017</p> <p>b) Qtr 2 (Oct – Dec, 2017) – 9/11/2017</p> <p>c) Qtr 3 (Jan – Mar, 2018) – 23/03/2018</p> <p>d) Qtr 4 (April- June, 2018) – 12/04/2018</p> <p>Category 2: Licensed private Schools</p> <p>1) Mt. Olive P/S</p> <p>This primary school was inspected as follows</p> <p>a) Qtr 1 (July – Sept, 2017) – 2/9/2017</p> <p>b) Qtr 2 (Oct – Dec, 2017) – 15/11/2017</p> <p>c) Qtr 3 (Jan – Mar, 2018) – no reports</p> <p>d) Qtr 4 (April- June, 2018) – 30/7/2018</p> <p>2) El Shaddai P/S</p> <p>This primary school was inspected as follows;</p> <p>a) Qtr 1 (July – Sept, 2017) – no reports</p> <p>b) Qtr 2 (Oct – Dec, 2017) – 9/11/2017</p> <p>c) Qtr 3 (Jan – Mar, 2018) – 21/03/2018</p> <p>d) Qtr 4 (April- June, 2018) – 31/07/2018</p> <p>3) Eagle P/S</p> <p>This primary school was inspected as follows;</p> <p>a) Qtr 1 (July – Sept, 2017) – no reports</p> <p>b) Qtr 2 (Oct – Dec, 2017) – no reports</p> <p>c) Qtr 3 (Jan – Mar, 2018) – no reports</p> <p>d) Qtr 4 (April- June, 2018) – 21/04/2018</p>

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
	8.	Municipal LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations (Maximum 10 points)	<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 (2017/18) - score 4 points 	<ul style="list-style-type: none"> From the MEO obtain and review minutes of departmental meetings to determine whether school inspection reports were discussed and used to make recommendations for corrective actions during the previous FY (2017/18). 	4	<ul style="list-style-type: none"> The team obtained and reviewed minutes of departmental meetings to determine whether school inspection reports were discussed for corrective actions. <ul style="list-style-type: none"> a) On 6/04/2018 under Min 04/ED/5/2018: the education department resolved under capital development that head teachers should monitor trees that are planted to improve on environments Gender awareness/equity in the schools be attended to. b) On 5/02/2018 Under Min 04/EM/02/2018 the department discussed environmental awareness, gender/sanitation in schools c) On 5/01/2018 under Min 02/EM/01/2018:Co-curricular activities in school, school feeding in schools were to be conducted d) On 10/01/2018 under Min 03/HES/01/2018, the following were discussed, misconduct by head
						<p>4) Mother Lucia P/S</p> <p>This primary school was inspected as follows;</p> <ul style="list-style-type: none"> a) Qtr 1 (July – Sept, 2017) – no reports b) Qtr 2 (Oct – Dec, 2017) – 14/11/2017 c) Qtr 3 (Jan – Mar, 2018) – no reports d) Qtr 4 (April- June, 2018) – no reports <p>5) Credo P/S</p> <p>This primary school was inspected as follows;</p> <ul style="list-style-type: none"> Qtr 1 (July – Sept, 2017) – 7/09/2017 Qtr 2 (Oct – Dec, 2017) – no reports Qtr 3 (Jan – Mar, 2018) – 29/03/2017 Qtr 4 (April- June, 2018) – no reports

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
			<ul style="list-style-type: none"> Evidence that the Municipal LG Education department has submitted school inspection reports to the DES in the Ministry of Education and Sports (MoES) - score 2 points 	<ul style="list-style-type: none"> From the DES obtain and review a list of LGs that have submitted school inspection reports From the MEO check whether the MEO has letter of acknowledgement from DES 	0	<ul style="list-style-type: none"> From the DES, we obtained and reviewed a list of LGs that had submitted school inspection reports. It was noted that the MLG had not submitted inspection reports to the DES. From MEO the team checked for letters of acknowledgement from DES for school inspection reports It was validated that DES (Gulu Region) had issued a letter of acknowledgement dated 16 /01/2018 for 2017/2018 Quarter one inspection report. <p>Since there was no letter of acknowledgement for the other quarters, the score is zero.</p>
			<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up - score 4 points 	<ul style="list-style-type: none"> From the sampled schools, determine whether the education department provided recommendations from the inspection reports and followed-up. 	0	<ul style="list-style-type: none"> The Minutes from the education department were reviewed for follow up on recommendations. In the meeting dated 3rd August 2018 under MIN 06/EDUC/08/2017/18 the education department resolved <ul style="list-style-type: none"> ✓ MEO to take disciplinary action on schools that neglect participation in co-curricular activities e.g. Highland P/S ✓ Head teachers to increase support supervision in the schools to ensure effective teaching and learning to support education e.g. Holy Rosary P/S ✓ Sensitization of parents to support education e.g. Vanguard P/S ✓ Improving school facilities e.g. Gulu Public P/S <p>The team could not establish whether the inspection recommendations were followed up.</p>

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
(C) Governance, oversight, transparency and accountability (Maximum 12 points)	9.	The Municipal LG Education department has submitted accurate/consistent reports/ data for school lists and enrolment as per formats provided by MoES (Maximum 10 points)	<ul style="list-style-type: none"> ▪ Evidence that the Municipal LG has submitted accurate/consistent data: <ul style="list-style-type: none"> ✓ Enrolment data for all schools which is consistent with EMIS report and PBS - score 5 points 	<ul style="list-style-type: none"> ▪ From MoES obtain and review EMIS reports for the current FY (2018/19) ▪ Obtain and review the performance contract for the current FY (2018/19) ▪ Check whether the enrolment levels are consistent/similar. 	0	<ul style="list-style-type: none"> ▪ The performance contract from Gulu MLG was reviewed to check on the enrolment data. ▪ The EMIS report from MoES was not availed for review. ▪ Basing on that, the team was not able to establish whether the lists of schools were consistent with both EMIS reports and Programme Budgeting System (PBS) from the performance contracts.
	10.	The Municipal 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 	<ul style="list-style-type: none"> ▪ From the Clerk to Council obtain and review education sector standing committee meeting minutes – check if the Council has approved the sector implementation plan 	2	<ul style="list-style-type: none"> ▪ There was evidence that MLG Committee responsible for education met and discussed service delivery etc. ▪ From Clerk to Council, Minutes for sector Committee meetings were reviewed and on 23rd February 2018 under MIIN 26/F/C/FEB/2017/18, the committee resolved on the following: <ul style="list-style-type: none"> ✓ Parents to adhere to the school feeding program by providing mid-day meals ✓ Strategies to be agreed on issues of payment of

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings						
		(Maximum 4 points)	the previous FY (2017/18) - score 2 points	and discussions by the standing committee <ul style="list-style-type: none"> MEO's reports to the committee 		<ul style="list-style-type: none"> From Clerk to Council, minutes for council meetings were reviewed and it was validated that education issues had been presented to the Council as shown below On 29th June 2018 under Min 32/FC/JUNE/2017/18, the following were presented to council <ul style="list-style-type: none"> ✓ MIS to compile a comprehensive report on head teachers' performance in the schools ✓ MEO to compile a list of all teachers to indicate time of service before transfers are effected ✓ Gender balance issues in schools to be effected ✓ Hold AGM's at the end of the terms ✓ Boarding sections in primary schools to be effected with the approval of Municipal LG ✓ MEO to submit lists of all SMCs of private and government schools 						
	11.	Primary schools in a Municipal LG have functional SMCs (Maximum 5 points)	Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to MEO) <ul style="list-style-type: none"> 100% schools: score 5 	<ul style="list-style-type: none"> Check files from MEO if head teachers have submitted reports to SMCs and minutes of SMCs (check the entire list and sample 5 reports) 	0	<ul style="list-style-type: none"> A sample of five government aided schools was randomly selected and their School Management Committee files were reviewed to verify the three mandatory meetings as shown below; <table border="1"> <thead> <tr> <th>Primary School</th> <th>Dates of Meetings</th> <th>Contents of discussion</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Primary School	Dates of Meetings	Contents of discussion			
Primary School	Dates of Meetings	Contents of discussion										

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings																				
			<ul style="list-style-type: none"> 80 to 99% schools: score 3 Below 80 % schools: score 0 	<ul style="list-style-type: none"> Study files from 5 randomly sampled primary schools to confirm whether they have SMCs and review whether they have held 3 mandatory meetings 		<table border="1"> <tr> <td>Highland P/S</td> <td>12/02/2018</td> <td>Infrastructure, land and Performance</td> </tr> <tr> <td>Holy Rosary P/S</td> <td>13/03/2018</td> <td>Feeding of pupils/School performance</td> </tr> <tr> <td rowspan="2">Gulu Public P/S</td> <td>7/06/2018</td> <td>Academic performance</td> </tr> <tr> <td>16/03/2018</td> <td>Staffing/Meals</td> </tr> <tr> <td>Gulu Public P/S</td> <td>6/03/2018</td> <td>Staffing and Meals</td> </tr> <tr> <td>Vanguard P/S</td> <td>12/6/2018</td> <td>Finance/Discipline</td> </tr> <tr> <td>Kasubi P/S</td> <td>28/03/2018</td> <td>School feeding and Finance</td> </tr> </table> <p>It was validated that none of the five sampled schools had functional SMCs which held the three mandatory SMCs meetings.</p> <p>There was evidence that the MLG has publicized all school receiving non-wage recurrent grants</p> <ul style="list-style-type: none"> It was validated that the MLG had publicised all schools receiving non-wage recurrent grants through postings on Local Council notice boards From 5 sampled schools, it was evident that 4 head teachers had postings of non-wage recurrent grants on staff room noticeboards for term II, 2018 as follows: <ul style="list-style-type: none"> ✓ Highland P/S – Ushs. 1,649,713 	Highland P/S	12/02/2018	Infrastructure, land and Performance	Holy Rosary P/S	13/03/2018	Feeding of pupils/School performance	Gulu Public P/S	7/06/2018	Academic performance	16/03/2018	Staffing/Meals	Gulu Public P/S	6/03/2018	Staffing and Meals	Vanguard P/S	12/6/2018	Finance/Discipline	Kasubi P/S	28/03/2018	School feeding and Finance
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Kasubi P/S	28/03/2018	School feeding and Finance																								
	12.	The Municipal LG has publicised all schools receiving non-wage recurrent grants (Maximum 3 points)	<ul style="list-style-type: none"> Evidence that the Municipal LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards - score 3 points 	<ul style="list-style-type: none"> Check the Municipal notice boards to establish if the Education department publicised all schools receiving non-wage recurrent grants for public viewing Check a sample of schools for postings 	3																					

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
(D) Procurement and contract management (Maximum 7 points)	13.	The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to Procurement Unit that cover all items in the approved Sector annual work plan and budget (Maximum 4 points)	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30, 2018- score 4 points 	<ul style="list-style-type: none"> From the Municipal Education Officer (MEO) obtain and review submission to Procurement Unit; <ul style="list-style-type: none"> From DPU crosscheck submission from MEO 	0	<ul style="list-style-type: none"> The education department prepared and submitted the approved Sector annual work plan and budget to the PDU on 8th May 2018 and was acknowledged by the DPU on same date. This was after the deadline of submission of 30th April 2018.
	14.	The LG Education department has certified and initiated payment for supplies on time (Maximum 3 points)	<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 	<ul style="list-style-type: none"> From the CFO obtain a sample of contracts, review and determine whether payment requests were certified and recommended on time 	3	<p>We sampled two contracts and these included:</p> <ul style="list-style-type: none"> Construction of two units teachers at Obiya West Primary School: <p>Contract was signed on 6th February 2018 between Gulu MLG and M/s Acak Ki Kwene and the contract amount was Ushs. 83,321,770. The contractor requested for Payment of Ushs. 79,155,681 on 7th June 2018. The municipal engineer certified the works on 11th June 2018 and they were verified by the Municipal Education officer on the same day. Payment was recommended by the Municipal Education officer on 12th June 2018, it was verified by Shiela Agweng (Principal Treasurer) and was approved by the Town</p>

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
(E) Financial management and Reporting <i>(Maximum 8 points)</i>	15.	The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit <i>(Maximum 4 points)</i>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY - 2017/18 (with availability of all four quarterly reports) to the Planner by 15th July for consolidation: score 4 points 	<ul style="list-style-type: none"> From the Planning Unit, obtain and review performance report files From the MEO check annual and quarterly reports for the previous FY (2017/18) 	4	<ul style="list-style-type: none"> The Education Sector prepared and submitted the 2018/19 quarterly reports and annual performance report that included progress in the execution of the planned activities to the Planning Unit for consolidation. Discussion with the Municipal Economic Planner indicated that the performance reports were prepared using the PBS system where each Sector populated its section in the system and the planning unit made the consolidation. Online submission of the consolidated quarterly reports were then done by the Municipal Economic Planner. Our review of the submitted reports indicated that the
						<ul style="list-style-type: none"> Construction of five stance pour flush toilet at St Joseph's Primary School: Contract was signed on 6th February 2018 between Gulu MLG and M/s Wa General traders and the contract amount was Ushs. 23 319,896 inclusive of Taxes. The contractor requested for Payment of Ushs. 23,319,896 on 7th May 2018. The municipal engineer certified the works on 11th May 2018 and they were verified by the Municipal Education officer on 14th May 2018. The amount of works that were certified and verified amounted to Ushs. 12,187,476. The Municipal Education officer requested for payment on 22nd May 2018, it was verified by George Kidega (Principal Treasurer) and was approved by the Town Clerk. A payment voucher was raised dated 25th May 2018 vide payment voucher PV-ED00274.

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings										
	16	LG Education has acted on Internal Audit recommendations (if any) (Maximum 4 points)	<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 (2017/18) ✓ If sector has no audit query - score 4 points ✓ If the sector has provided information to the internal audit on the status of implementation of all audit findings for the 	<ul style="list-style-type: none"> From the Internal Auditor obtain copies of sector audit reports from the internal audit and Management responses for the previous FY (2017/18) 	2	<ul style="list-style-type: none"> The Internal Auditor raised queries in the education sector relating to delayed accountabilities for the funds disbursed to the sector. Our review of the subsequent internal audit reports and discussions with the internal auditor indicated that the department provided accountabilities. <table border="1"> <thead> <tr> <th>Quarter</th> <th>Online Submission date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08/01/2018</td> </tr> <tr> <td>2</td> <td>19/03/2018</td> </tr> <tr> <td>3</td> <td>10/05/2018</td> </tr> <tr> <td>4</td> <td>27/08/2018</td> </tr> </tbody> </table> <ul style="list-style-type: none"> performance reports contained sections on the Education sector. However the Economic Planner did not keep record of the date on which the Education sector completed populating its section in the system. Nevertheless we confirmed that the online submission of the all the four quarterly reports was done on the dates indicated in the table below. 	Quarter	Online Submission date	1	08/01/2018	2	19/03/2018	3	10/05/2018	4	27/08/2018
Quarter	Online Submission date															
1	08/01/2018															
2	19/03/2018															
3	10/05/2018															
4	27/08/2018															

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
(F) Social and environment safeguards <i>(Maximum 8 points)</i>	17	LG Education Department has disseminated and promoted adherence to gender guidelines <i>(Maximum 5 points)</i>	<ul style="list-style-type: none"> previous financial year (2017/18) - score 2 points ✓ If all queries are not responded to - score 0 	<ul style="list-style-type: none"> From the Municipal Education Officer (MEO) obtain evidence on dissemination of gender guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc. 	2	<ul style="list-style-type: none"> Guidelines on life skills, gender and hygiene were distributed in a meeting held between the Municipal Education and Sports Department, head teachers and teachers of schools on 6th April, 2018. Attendance list and Minutes of the meeting were reviewed. There were copies of these guidelines at the sampled schools, which included the following handbooks: <ul style="list-style-type: none"> a) "Life skills for primary schools in Uganda" – A teacher's guide hand book b) "Basic requirements and minimum standards indicators for education institutions" Indicator 9 of this handbook has guidelines on health and hygiene. "Gender responsive pedagogy for primary schools in Uganda – A teacher's handbook"
			<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 teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: score 2 points 	<ul style="list-style-type: none"> From the MEO obtain evidence on dissemination of sanitation guidelines and awareness raising on how to manage sanitation for girls and PWDs in primary schools 	2	
			<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 points 			<ul style="list-style-type: none"> Guidelines on sanitation were distributed to schools in a meeting held between the Municipal education and sports department, head teachers and teachers of schools on 6th April, 2018. Attendance list and Minutes of the meeting were seen on file. Copies of these guidelines were also seen in the sampled schools. They included the following handbooks: <ul style="list-style-type: none"> a) "Hygiene for the Girl Child in Primary school – What parents and teachers need to know" b) "National Policy and Strategy for orphans and other Vulnerable children"

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
			<ul style="list-style-type: none"> Evidence that the School Management Committee meet the guideline on gender composition - score 1 point 	<ul style="list-style-type: none"> From the sampled schools, check whether the SMC meets the guideline on gender composition 	1	<ul style="list-style-type: none"> The School Management Committees for the sampled schools were duly composed with at least 2 females, following the guidelines in the Education (pre-primary, primary and Post Primary) Act, 2008.
	18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with (Maximum 3 points)</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 points 	<ul style="list-style-type: none"> From MEO obtain and review: <ul style="list-style-type: none"> ✓ Circulars to schools ✓ Minutes of meetings with teachers ✓ Sample of schools inspection reports to schools From the Environmental officer obtain and review: Filled screening forms to ascertain whether screening was done and whether risks mitigation plans were developed. From the Environmental 	0	<ul style="list-style-type: none"> There was no evidence that the LG Education department had issued guidelines on environmental management to schools in FY 2017/18. However, there were copies of guidelines seen on file at the education officer's desk and guidelines in the sampled schools. From the sampled schools, it was also established that the schools are actively involved in environmental management activities like tree planting in collaboration with the environment officer.

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
				<p>officer and CDO obtain and review: Site visit reports to establish whether they checked compliance to the risk mitigation plans</p>		
Total					57	