

9.1 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 <p><i>If there is evidence of effort to recruit (e.g. advertisement etc.) but LG has failed to attract provide the score.</i></p>	8	<ul style="list-style-type: none"> There was evidence that LG filled 89.3% of the structure for primary health workers with a wage bill provision from PHC wage for the current FY (2018/19). Kamuli Municipal council has two public health facilities, both at HCII level and these include Busota HCII and Kamuli Youth Centre II. According to the municipal health officer, there are plans to upgrade Busota HCII to a HCIII level. <table border="1"> <thead> <tr> <th>Health facility</th> <th>Filled positions</th> <th>Establishment</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Busota HCII</td> <td>14</td> <td>19</td> <td>73.7%</td> </tr> <tr> <td>Kamuli Youth Centre HCII</td> <td>11</td> <td>9</td> <td>122.2%</td> </tr> <tr> <td>Total</td> <td>25</td> <td>28</td> <td>89.3%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Kamuli Youth Centre had additional enrolled nurse and midwife. 	Health facility	Filled positions	Establishment	Percentage	Busota HCII	14	19	73.7%	Kamuli Youth Centre HCII	11	9	122.2%	Total	25	28	89.3%
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	2.	The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department <i>(M aximum 6 points)</i>	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 that the health department submitted a comprehensive recruitment plan/request to HRM for FY 2018/19. Municipal council did not have a recruitment plan for FY 2018/19. 									
	3.	The LG Health department has conducted performance appraisal for Health Centre I/Is and Hospital in-charge and ensured performance appraisals for HC III and II in-charges are conducted. <i>(Maximum 8 points)</i>	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). 	8	<ul style="list-style-type: none"> All in-charges for the two health facilities were appraised in FY 2017/18. The details are shown in table below: <table border="1"> <thead> <tr> <th>Health facility</th> <th>In-charge</th> <th>Appraisal date</th> </tr> </thead> <tbody> <tr> <td>Busota HCII</td> <td>Rebecca Kadama</td> <td>30th June 2018</td> </tr> <tr> <td>Kamuli Youth Centre HCII</td> <td>Justine Nfambi</td> <td>30th June 2018</td> </tr> </tbody> </table>	Health facility	In-charge	Appraisal date	Busota HCII	Rebecca Kadama	30 th June 2018	Kamuli Youth Centre HCII	Justine Nfambi	30 th June 2018
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Busota HCII	Rebecca Kadama	30 th June 2018													
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	4.	The Local Government Health department has equitably deployed health workers across health facilities and	<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), 	<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 	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): Staff list provided by municipal health department was consistent with staff list provided at respective health facilities. 									

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(B) Monitoring and supervision <i>(Maximum 32 points)</i>	5.	The MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to health facilities <i>(Maximum 6 points)</i>	<ul style="list-style-type: none"> Evidence that the MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to health facilities: score 3 points 	<ul style="list-style-type: none"> From MoH obtain guidelines, policies, circulars issued by 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 	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 (2017/18) The guidelines, circulars and policies presented by the municipal health office to the assessment team were not consistent with the list of circulars, policies and guidelines provided by Ministry of Health. The Municipal health officer provided the following guidelines, circulars and policies; <ul style="list-style-type: none"> a. Sector grant and budget guidelines for local governments 2018/2019 b. Role of local government councils in health system strengthening - December 2016 c. Guidelines for on-boarding and engagement of health workers - November 2017 d. Service standards and service delivery guidelines for the health sector - July 2016 e. Strategy for improving health services delivery 2016 – 2021 f. Uganda public health service protocol May 2016. In addition, the assessment team noted that most of these documents were found at the health facilities,
		in accordance with the staff lists submitted together with the budget in the current FY (2018/19). <i>(Maximum 4 points)</i>	and if not provided justification for deviations: score 4 points	in the staff lists are actually deployed in the health facilities.		

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			<ul style="list-style-type: none"> 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: score 3 points 	<ul style="list-style-type: none"> From the MHO obtain and review minutes and/or other evidence of meetings with health facility in-charges in the previous FY (2017/18). Check from a sample of 5 health facilities 	0	<ul style="list-style-type: none"> The assessment team was informed that the Municipal Health Officer does not specifically meet with health facility in-charges, but the health department staff meets as part of the "extended municipal health team". However, the extended municipal health team meeting minutes were not provided for review at the time of the assessment. Two sets of minutes for the municipal health team meetings were provided,i.e.4th September 2017 and 27th June 2018. However policies, circulars and guidelines were not explained.
	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 PNFPs 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 From the MHO obtain: <ul style="list-style-type: none"> The LG support supervision reports (quarterly) Minutes of MHT 	3	<ul style="list-style-type: none"> Kamuli MLG neither has a HCIV nor a hospital. Based on the guidance provided by OPM and USMID, the MLG scores the full marks on this performance measure.
			<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"> From the MHO obtain: <ul style="list-style-type: none"> The LG support supervision reports (quarterly) Minutes of MHT 	0	<ul style="list-style-type: none"> The municipality has no Health Sub District; therefore, supervision of lower health facilities is done directly by the municipal health team. In the financial year 2017/18 one support supervision report was on file. The supervision report dated 22nd June 2018 was

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
			<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 	<ul style="list-style-type: none"> meetings Facility records Review and check a sample of minimum 5 facilities 		<p>reviewed and it was noted that supervision was jointly performed with Rites EC, and both public and private health facilities were support supervised.</p>
	7.	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 follow up (Maximum 10 points)	<ul style="list-style-type: none"> Evidence that all the 4 quarterly reports have been discussed and used to make 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"> From the MHO obtain and review: <ul style="list-style-type: none"> Support supervision and monitoring visit reports 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. 	<p>0</p>	<ul style="list-style-type: none"> The assessment team was not provided with evidence to show that recommendations were followed up and specific activities undertaken.

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	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 	0	<ul style="list-style-type: none"> In FY 2017/18, the committee on "Health, Education, Sports and Environment" met three times and discussed a variety of issues, however, there was no evidence provided to show that committee responsible for health discussed supervision reports and LG PAC reports. service delivery issues as shown below: <table border="1"> <thead> <tr> <th>Date of meeting</th> <th>Issues discussed</th> </tr> </thead> <tbody> <tr> <td>29th August 2017</td> <td>Matters arising in health</td> </tr> <tr> <td>11th December 2017</td> <td>Service provision and area Member of Parliament visit to Busota HCII</td> </tr> <tr> <td>28th March 2018;</td> <td>Departmental budget and work plan</td> </tr> </tbody> </table>	Date of meeting	Issues discussed	29 th August 2017	Matters arising in health	11 th December 2017	Service provision and area Member of Parliament visit to Busota HCII	28 th March 2018;	Departmental budget and work plan
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(C) Governance, oversight, transparency and accountability (Maximum 14 points)	9.	The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council (Maximum 4 points)	<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: <ul style="list-style-type: none"> 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									

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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 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. 	0	<ul style="list-style-type: none"> There was no evidence that the health sector committee presented issues that require approval to Council, as a review of council committee minutes did not indicate any matter to be presented to council. 															
	10.	The Health Unit Management Committees and Hospital Board are operational/ functioning (Maximum 6 points)	<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 6 points If 80-99 %: score 4 points If 70-79: %: score 2 point If less than 70%: score 0 	<ul style="list-style-type: none"> Check files of HUMCs and minutes of HUMCs (Check list for all and sample 5 to review) Study files from 5 randomly sampled health facilities to confirm whether they have HUMCs and review whether they have held 4 mandatory meetings 	6	<ul style="list-style-type: none"> In FY 2017/18 all health facilities; Kamuli Youth Centre HCII and Busota HC II held the four mandatory HUMC meetings to discuss budget, resources and service provision. As indicated in the table below: <table border="1"> <thead> <tr> <th>Meeting Number</th> <th>Kamuli Youth Centre HCII</th> <th>Busota HCII</th> </tr> </thead> <tbody> <tr> <td></td> <td>20th July 2017</td> <td>30th September 2017</td> </tr> <tr> <td></td> <td>22nd September 2017</td> <td>23rd December 2017</td> </tr> <tr> <td></td> <td>29th March 2018</td> <td>13th April 2018</td> </tr> <tr> <td></td> <td>25th June 2018</td> <td>25th July 2018</td> </tr> </tbody> </table>	Meeting Number	Kamuli Youth Centre HCII	Busota HCII		20 th July 2017	30 th September 2017		22 nd September 2017	23 rd December 2017		29 th March 2018	13 th April 2018		25 th June 2018	25 th July 2018
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	11.	The LG has publicised all health facilities receiving PHC non-wage recurrent	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through 	<ul style="list-style-type: none"> Check the LG Notice Boards and LG budget website to establish if the Health department 	0	<ul style="list-style-type: none"> Kamuli Municipal Local Government did not display health facilities that received PHC non-wage recurrent grants for FY 2017/18. During the field visits at the respective health facilities, we noted that health facilities had displayed PHC non-wage recurrent grants received. 															

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(D) Procurement and contract management <i>(Maximum 8 points)</i>	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 annual work plan and budget <i>(Maximum 4 points)</i>	<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 points 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 	<ul style="list-style-type: none"> From the Municipal Health Officer (MHO) obtain and review submissions to DPU; From PDU crosscheck submission from DHO 	2	<ul style="list-style-type: none"> At time of the assessment, the health department had submitted a procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY (2018/19) on 30th April 2018. The requisition was raised by Mulindwa Alex (Municipal Health Officer) on 30th April 2018 and approval to procure was done on the same day by the Municipal Treasurer. Confirmation of funding was done on 30th May 2018 by the Town Clerk. The requisition was for construction of a Maternity ward, delivery room and Placentia Pit. In addition there was also procurement of stationary.
	13	The LG Health department has certified and initiated payment for supplies on time <i>(Maximum 4 points)</i>	<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	<ul style="list-style-type: none"> We reviewed two contracts and these included 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 of fuel. The LPO (LPO-00603) was raised on 25th January 2018 and approved by Vote controller (Municipal Engineer) on same date. The LPO was verified by the George Kidega- Principal Treasurer and

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(E) Financial management and reporting <i>(Maximum 8 points)</i>	14	The LG Health 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 (including all four quarterly reports) to the Planner by mid-July for consolidation - score 4 points 	<ul style="list-style-type: none"> From the Planning Unit, obtain and review performance report files From the MHO check annual and quarterly reports for the previous FY (2017/18) 	4	<ul style="list-style-type: none"> The Health 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 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 quarter1, quarter2 and quarter 3 reports were done
						<ul style="list-style-type: none"> 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 for stationary was Ushs. 1,847,000. The LPO (serial No 001539976) was raised on 4th September 2017 and approved by Vote controller (Niyadru 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 2018 vide a payment voucher number PV-HE00026.

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings								
						<p>on the dates indicated in the table below.</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Online Submission date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>16/03/2018</td> </tr> <tr> <td>2</td> <td>12/04/2018</td> </tr> <tr> <td>3</td> <td>14/06/2018</td> </tr> </tbody> </table>	Quarter	Online Submission date	1	16/03/2018	2	12/04/2018	3	14/06/2018
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	15	LG Health department has acted on Internal Audit recommendations (if any) (Maximum 4 points)	<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 points 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 	<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 to the health sector in Quarter 1 of 2017/2018 relating to delayed accountabilities for funds disbursed to the department. Our review of the subsequent internal audit reports and discussion with the internal auditor indicated that the health department later provided accountabilities for the delayed accountabilities. 								
(F) Social and environment safeguards	16	Compliance with gender composition of Health Unit Management	<ul style="list-style-type: none"> Evidence that HUMC meet the gender composition as per guidelines (i.e. minimum 30% 	<ul style="list-style-type: none"> From the sampled health facilities, find out whether the number and gender of committee 	2	<ul style="list-style-type: none"> Two health facilities (Busota Health Center II and Kamuli Youth Center health center II) are under the jurisdiction of the Municipal Council. The HUMC women composition at these health facilities was 43% and 71% respectively, which met the gender 								

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(Maximum 12 points)	17	Committee (HUMC) and promotion of gender sensitive sanitation in health facilities. (Maximum 4 points)	women) - score 2 points	members is as per required composition	0	composition requirement of at least 30% women. List of the members of these committees were seen.
			<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 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 		<ul style="list-style-type: none"> There was no evidence of dissemination of guidelines on sanitation at the health facilities at the time of the assessment. However, facilities for men and women were well separated.
		LG Health department has ensured that guidelines on environmental management are disseminated and complied with. (Maximum 4 points)	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the 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 	<ul style="list-style-type: none"> 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 officer and CDO obtain and review Site visit reports to establish whether they checked compliance to the risk mitigation plans 	4	<ul style="list-style-type: none"> There was no health infrastructure project screened in FY 2017/18 as there was no health project planned for development in the procurement plan for FY 2017/18. There was no monitoring conducted because no health infrastructure project was implemented.

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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"> ▪ Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc) for construction of facilities for medical waste disposal - score 4 points. 	<ul style="list-style-type: none"> • From the sampled health facilities, find out whether the LG has issued guidelines on medical waste management 	4	<ul style="list-style-type: none"> ▪ There were medical waste segregation charts displayed at each of the two health facilities visited.
Total					53	

9.2 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 of 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"> The team obtained and reviewed the Performance Contract vote 789 for Kamuli MLG, staff lists, lists of schools. It was verified that Kamuli MLG has a total of 20 primary schools and 291 teachers. It was validated that Kamuli MLG budgeted for at least a head teacher and minimum of 7 teachers per school in FY 2018/2019. 														
			<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 			<ul style="list-style-type: none"> We obtained and reviewed teachers' lists to determine the deployment status. From the five sampled primary schools it was verified that teachers as indicated in staff lists are actually deployed in the schools. <table border="1"> <thead> <tr> <th>School</th> <th>Staff List</th> <th>Deployment</th> </tr> </thead> <tbody> <tr> <td>Kamuli Township P/S</td> <td>42</td> <td>42</td> </tr> <tr> <td>St. Theresa P/S</td> <td>17</td> <td>17</td> </tr> <tr> <td>St. Pius P/S</td> <td>13</td> <td>13</td> </tr> <tr> <td>Kamuli Girls P/S</td> <td>17</td> <td>17</td> </tr> <tr> <td>Kamuli Boys P/S</td> <td>17</td> <td>17</td> </tr> </tbody> </table> <ul style="list-style-type: none"> It was validated that the teachers as indicated in the staff list were actually deployed in the schools for current FY 2018/19. 	School	Staff List	Deployment	Kamuli Township P/S	42	42	St. Theresa P/S	17	17	St. Pius P/S	13	13	Kamuli Girls P/S
School	Staff List	Deployment																		
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Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
	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 If 100% - score 6 points If 80 - 99% - score 3 points If below 80% - score 0 	<p>indicated in the staff lists are actually deployed in the schools.</p> <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>	6	<ul style="list-style-type: none"> The assessment team reviewed the performance contract for Kamuli MLG vote 789 approved structure for teachers in FY 2017/2018 was 271 as per the wage bill provisions. The wage bill provision was Ushs. 2,702,450,460. We established that the total number of teachers on payroll are 295. It was validated from the HRM registers that the MLG filled the structure for teachers with (295 / 271) which translated into 108% hence the MLG scores 6 points.
	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. 	0	<ul style="list-style-type: none"> From our review of the approved structure in Kamuli MLG's performance contract, we noted that the MLG has filled the position of the Assistant School Inspector (Mr. Wakabi Ivan) but lacks a Municipal Inspector.
	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 	2	<ul style="list-style-type: none"> From the MLG performance contracts, the recruitment plan was reviewed and we ascertained that the one vacant position of the Municipal Inspector of Schools had not been included

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"> ▪ From the teachers' list, 11 vacant positions of teachers and five (5) head teachers had been submitted in the recruitment plan to HRM for the current FY 2018/19.
	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). 	0	<ul style="list-style-type: none"> ▪ We obtained files from MEO and we noted that the assistant inspector of schools was not appraised for the period FY 2017/18. ▪ We verified that none of the 5 head teachers for the 5 sampled schools was appraised during the previous FY 2017/18.

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. From the MEO obtain and review minutes and/or other evidence of the meetings with Head Teachers 	1	<ul style="list-style-type: none"> From the five schools sampled, it was established that Kamuli MLG had communicated the guidelines, policies & circulars to schools in the FY 2017/18 as shown below: <ol style="list-style-type: none"> In a meeting held on 1st July 2017, the Municipal LG Education communicated to schools in the FY 2017/18 on hygiene and sanitation and formation of Health clubs. In addition there was evidence of Minutes of meetings and invitation letters.
			<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 		2	<p>We were provided with evidence from the MEO of the minutes of the meetings when education department sensitised schools on policies, circulars and guidelines in FY2017/18</p> <ul style="list-style-type: none"> On 7th/06/2018: under Min V/I/JM/2018 Schools were sensitized on the circular on absenteeism On 8th /6/2018: under Min 04/02/2018 Circulars on school attendance were communicated. On 14th/6/2018: under Min 06/01/02/18 Dissemination on water, sanitation & hygiene in schools <p>There was evidence of Minutes of meetings as shown above, attendance lists and invitation letters.</p>

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	7.	The Municipal LG Education Department has effectively inspected all registered schools (Maximum 12 points)	<ul style="list-style-type: none"> • Evidence that all licenced or registered 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 	<ul style="list-style-type: none"> ▪ From the MEO, obtain and review school inspection reports and 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) 	0	<p>A sample of 5 government aided schools and 5 private schools was randomly selected.</p> <p>The school inspection reports for the registered public and licenced private schools were reviewed to verified whether they had been inspected at least once per term and reports produced in the FY 2017/18. The details are shown below;</p> <p>Category 1 Government aided primary schools</p> <table border="1"> <thead> <tr> <th>School</th> <th>Inspection date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Kannuli Township P/S</td> <td>27th August 2017, 24th July 2017, 30th October 2017, 3rd November 2017 and 20th June 2018</td> <td>Yes</td> </tr> <tr> <td>Kannuli Girls Boarding Primary</td> <td>31 July, 2017</td> <td>No</td> </tr> <tr> <td>Kannuli Boys Boarding P/S</td> <td>31st July 2017 and 7th June 2018</td> <td>No</td> </tr> <tr> <td>St Theresa Lubaga Girls Primary school</td> <td>9 July 2017, 13th November 2017, 15th February 2018 and 4th June 2018.</td> <td>Yes</td> </tr> <tr> <td>St. Pius Lubaga Boys Primary school</td> <td>23rd October 2017</td> <td>No</td> </tr> </tbody> </table> <p>Category 2 Licenced private schools</p> <table border="1"> <thead> <tr> <th>School</th> <th>Inspection date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Happy Hours Primary school</td> <td>The school was closed</td> <td>No</td> </tr> <tr> <td>Trinity Primary school</td> <td>13th July 2017, 3rd November 2017, 20th March 2018 and 20th June</td> <td>Yes</td> </tr> </tbody> </table>	School	Inspection date	Status	Kannuli Township P/S	27 th August 2017, 24 th July 2017, 30 th October 2017, 3 rd November 2017 and 20 th June 2018	Yes	Kannuli Girls Boarding Primary	31 July, 2017	No	Kannuli Boys Boarding P/S	31 st July 2017 and 7 th June 2018	No	St Theresa Lubaga Girls Primary school	9 July 2017, 13 th November 2017, 15 th February 2018 and 4 th June 2018.	Yes	St. Pius Lubaga Boys Primary school	23 rd October 2017	No	School	Inspection date	Status	Happy Hours Primary school	The school was closed	No	Trinity Primary school	13 th July 2017, 3 rd November 2017, 20 th March 2018 and 20 th June	Yes
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	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"> We were provided with evidence indicating that the MLG Education department held meetings to discuss the school inspection reports and make recommendations for corrective action during FY2017/18. We reviewed the minutes of departmental meetings that were discussed by Kamuli MLG Education department namely: <ul style="list-style-type: none"> a) On 7th June 2018 under Min. V//J/M/2018; the teachers were to ensure that the classroom displays are done to create a conducive environment in the schools (Kamuli Boys). In addition teachers were to update their files in the Municipal registry, teachers to exhibit professionalism as per professional code of conduct (St. Pius p/s) b) On 14th June, 2018 under Min 06/01/02/2018; parents were to buy toilet paper for pupils and teachers were to support girls in sanitation. (Kamuli Township p/s, St. Theresa p/s 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 												
			<ul style="list-style-type: none"> Evidence that the Municipal LG Education department has 	<ul style="list-style-type: none"> From the DES obtain and review a list of LGs that have 	0													

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
			<p>submitted school inspection reports to the DES in the Ministry of Education and Sports (MoES) - score 2 points</p> <ul style="list-style-type: none"> ▪ Evidence that the inspection recommendations are followed-up - score 4 points 	<p>submitted school inspection reports</p> <ul style="list-style-type: none"> • From the MEO check whether the MEO has letter of acknowledgement from DES • From the sampled schools, determine whether the education department provided recommendations from the inspection reports and followed-up. 	0	<p>inspection reports.</p> <ul style="list-style-type: none"> ▪ At the MLG, there was no letter from the DES acknowledging receipt of inspection reports for the period 2017 / 2018. <p>From the five schools sampled, the inspection recommendations for follow up were as mentioned below; However from the sampled schools, there was no evidence that the Education Department followed up the inspection reports.</p> <ol style="list-style-type: none"> a) Under St. Theresa Primary School, teachers were to regularly plan lessons and teach Physical Education (PHE) in upper primary b) Under Kamuli Boys Primary school, there was need to check on kitchen standards, teaching of PHE in upper primary, teachers to avoid inflicting corporal punishments and urinals of boys should be improved c) Under Kamuli Girls Primary school, the following were identified: follow-up on quality of water, teaching of PHE in Upper primary, menstrual hygiene should be improved and availability of hand washing facilities d) Under St. Pius (Rubaga Boys), the following were identified: sanitation and hygiene to be addressed, teaching of PHE in upper primary and need for construction of pit latrines e) Under Kamuli Township primary school, there was need for refresher course for upper primary teachers in the teaching of Physical Education

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
	9.	The Municipal LG Education department has submitted accurate/consistent reports/date 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: ✓ 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 team obtained and reviewed the performance contract vote 789 for Kamuli MLG for 2018/19. ▪ EMIS Reports from Ministry of Education and Sports were not availed for review. ▪ We were not able to establish whether the list of Schools were consistent with both EMIS reports and PBS from the performance contracts.
(C) Governance, oversight, transparency and accountability (Maximum 12 points)	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"> ▪ From Clerk to council, we reviewed minutes of education sector standing committee meeting and verified that on 28th March, 2018, under Min 2/28/03/2018, Hon. Babirye Nasabu presented a number of issues from different schools namely: <ul style="list-style-type: none"> a) A school garden in Kiwolera Army P/S was given out by the office of natural resources, and reported there was no urinal for boys b) Nayenga P/S has no teachers, desks and some 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		c) Kamuli Girls has only one borehole and yet the population is high hence there was need for the second borehole
			<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that requires approval to Council - score 2 points 	<ul style="list-style-type: none"> From the Clerk to Council obtain and review minutes to check if education issues have been presented to the Council. 	2	<p>From Clerk to council, we reviewed council minutes to ascertain if education issues have been presented. It was validated that:</p> <p>In a meeting held on 1st December, 2017, the following presentations were made;</p> <ul style="list-style-type: none"> The proposed projects for FY 2017/18 under the education department were construction of latrines in Nakulyaku P/S and Buwanume P/S as well as supply of desks to schools Inadequate funding in the area of co-curricular activities The schools were to be encouraged to plant trees There was a proposal that a minimum of Ushs. 1,000/- be charged for every pupil to cater for co-curricular activities
	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"> Check files from MEO if head teachers have submitted reports to SMCs and minutes of SMCs (check the entire list and sample 5 reports) Study files from 5 randomly sampled primary schools to 	3	<ul style="list-style-type: none"> The assessment team sampled five schools to ascertain functionality of SMCs. Our assessment revealed that the SMCs were functional in each of the schools. It was validated that 4 out of 5 sampled schools had functional SMCs, held mandatory 3 meetings in FY 2017/18, hence the performance was 80%. Kamuli Boys P/S did not hold an SMC meeting in 2017 term 3 and 2018 term 1. <p>Specific details are included in the table below:</p> <p>a) Kamuli Girls Primary School: meetings were held on</p>
			<ul style="list-style-type: none"> 100% schools: score 5 80 to 99% schools: score 3 Below 80 % schools: 			

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
			score 0	confirm whether they have SMCs and review whether they have held 3 mandatory meetings		<p>22nd February, 2018; discussed finance, performance</p> <p>25th October, 2017; discussed Budget, performance</p> <p>25th June, 2018; discussed performance, discipline</p> <p>b) Kamuli Boys Primary: meetings were held on</p> <p>16th August, 2017; discussed Performance, Discipline</p> <p>1st May, 2018; discussed Budget</p> <p>c) St. Pius Primary School: meetings were held on</p> <p>22nd July, 2017 discussed performance</p> <p>22nd September, 2017 discussed discipline</p> <p>20th May, 2018, discussed budget</p> <p>d) St. Theresa Primary School: meetings were held on</p> <p>20th March, 2018 discussed performance</p> <p>14th February, 2018 discussed discipline</p> <p>17th July, 2017 discussed performance</p> <p>e) Kamuli Township: meetings were held on</p> <p>6th June, 2017 discussed finance, performance</p> <p>19th February, 2018 discussed discipline</p> <p>19th May, 2018 discussed budget</p>

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings																		
	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 of non-wage recurrent grants 	3	<p>There was evidence that the MLG has publicised all schools receiving non- wage recurrent grants e.g. From the notice board of Kamuli MLG, the non- wage recurrent grants have been posted and displayed for public viewing. Specific details from the (05) sampled schools include the following:</p> <ul style="list-style-type: none"> Kamuli Girls primary school: The school received the following non-wage recurrent grants which had publicised on the staff room notice boards for viewing: <table border="1"> <thead> <tr> <th>Term</th> <th>Amount received in 2018 (Ushs)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1,850,000</td> </tr> <tr> <td>2</td> <td>1,900,000</td> </tr> </tbody> </table> Kamuli Boys primary school: The school received the following non-wage recurrent grants which had publicised on the staff room notice boards for viewing: <table border="1"> <thead> <tr> <th>Term</th> <th>Amount received in 2018 (Ushs)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1,465,557</td> </tr> <tr> <td>2</td> <td>1,465,557</td> </tr> </tbody> </table> St. Pius primary school: The school received the following non-wage recurrent grants which had publicised on the staff room notice boards for viewing: <table border="1"> <thead> <tr> <th>Term</th> <th>Amount received in 2018 (Ushs)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1,600,000</td> </tr> <tr> <td>2</td> <td>1,600,000</td> </tr> </tbody> </table> 	Term	Amount received in 2018 (Ushs)	1	1,850,000	2	1,900,000	Term	Amount received in 2018 (Ushs)	1	1,465,557	2	1,465,557	Term	Amount received in 2018 (Ushs)	1	1,600,000	2	1,600,000
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(D) Procurement and contract management <i>(Maximum 7 points)</i>	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 <i>(Maximum 4 points)</i>	<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"> St. Theresa primary school: The school received the following non-wage recurrent grants which had publicised on the staff room notice boards for viewing: <table border="1"> <thead> <tr> <th>Term</th> <th>Amount received in 2018 (Ushs)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2,402,000</td> </tr> <tr> <td>2</td> <td>2,404,000</td> </tr> </tbody> </table> Kamuli Township primary school: The school received the following non-wage recurrent grants which had publicised on the staff room notice boards for viewing: <table border="1"> <thead> <tr> <th>Term</th> <th>Amount received in 2018 (Ushs)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5,407,979</td> </tr> <tr> <td>2</td> <td>5,340,000</td> </tr> </tbody> </table> The education department prepared and submitted the approved Sector annual work plan and budget to the PDU on 16th May 2018, however this was a late submission. 	Term	Amount received in 2018 (Ushs)	1	2,402,000	2	2,404,000	Term	Amount received in 2018 (Ushs)	1	5,407,979	2	5,340,000
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Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
	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 	0	<ul style="list-style-type: none"> We sampled two contracts and these included ; <ul style="list-style-type: none"> Supply of 88, three seater Desks to Kamuli Municipal Council-Contract was signed on 9th January 2018 between Kamuli MLG and M/s Bensa Investments Ltd and the contract amount was Ushs. 12,408,000. Construction of five stance lined VIP pour flush toilet at Nakulyaku Primary School Southern Division-Contract was signed on 9th January 2018 between Kamuli MLG and M/s Rock of Escape Investment Ltd and the contract amount was Ushs. 19 406 000 inclusive of Taxes. The municipal engineer prepared and certified the works on 5th February 2018 and they were verified by the Municipal Education officer on the same date. A second payment certificate was prepared by the Municipal Engineer on 14th June 2018 and the works were verified by the Municipal Education Officer on the same date. There was no evidence of requesting for payment from the contractor and effecting the payment hence the assessment team could not ascertain whether certification was done timely. The Education department 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.
(E) Financial management and Reporting (Maximum 8 points)	15.	The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit (Maximum 4 points)	<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	

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 previous financial year 	<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"> Our review of the submitted reports indicated that the performance reports contained sections on the Education sector. However the Economic Planner did not keep record of the date on which the Education department completed populating its section in the system. Nevertheless we confirmed that the online submission of the quarter 1, quarter 2 and quarter 3 reports were 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>16/03/2018</td> </tr> <tr> <td>2</td> <td>12/04/2018</td> </tr> <tr> <td>3</td> <td>14/06/2018</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The Internal Auditor raised queries in the education sector in the Qtr4 of 2017/2018 relating lack of activity program and report for preparation of term 111 exams for Primary Schools and delayed accountabilities for the disbursed funds. Our review of the subsequent internal audit reports and discussions with the internal auditor indicated that the issues raised were later rectified by the education department. 	Quarter	Online Submission date	1	16/03/2018	2	12/04/2018	3	14/06/2018
Quarter	Online Submission date													
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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>	(2017/18) - score 2 points ✓ If all queries are not responded to - score 0			
			<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 Municipal Education Officer (MEO) obtain evidence on dissemination of gender guidelines on raising on how to manage sanitation for girls and PWDs in primary schools 	2	<ul style="list-style-type: none"> Guidelines were disseminated in a meeting held on 14th June 2018 and the following were in attendance :Municipal education department, teachers and head teachers The guidelines disseminated included the following handbooks; <ul style="list-style-type: none"> a) "Training manual on water, sanitation and hygiene (WASH) for schools" b) "Guidelines for Implementation of the three star approach for water, sanitation and hygiene in school" and c) "Menstrual hygiene management" There were copies of these guidelines at all the sampled schools.

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
	18.	LG Education department has ensured that guidelines on environmental management are disseminated and complied with (Maximum 3 points)	<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"> ▪ 5 schools were sampled in the municipality (Kamuli Girls primary school, Kamuli Boys primary school, St. Pius Lubaga primary school, St. Theresa Girls primary school and Kamuli Township primary school). The School Management Committees for the sampled schools were duly composed with at 8,2,2,5 and 3 females respectively, following the guidelines in the Education (pre-primary, primary and Post Primary) Act, 2008 that requires at least 2 women.
			<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 the 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 officer and CDO 	0	<ul style="list-style-type: none"> ▪ There was no evidence of dissemination of guidelines on environmental Management to schools by the Municipal education officer. ▪ There was no evidence of environmental management guidelines at the sampled schools.

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
				obtain and review: Site visit reports to establish whether they checked compliance to the risk mitigation plans		
Total					42	