

14.1 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"> ▪ The MLG has five health facilities. A health facility staffing list dated 22nd August 2018 was reviewed. We established that the staffing levels were as indicated in the table below: <table border="1" data-bbox="703 1409 1011 2032"> <thead> <tr> <th>Health facility name</th> <th>Positions filled</th> <th>*Recom norms</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Namatata HCIV</td> <td>39</td> <td>48</td> <td>81.3%</td> </tr> <tr> <td>Namakwekwe HCIII</td> <td>16</td> <td>19</td> <td>84%</td> </tr> <tr> <td>Malukhu HCIII</td> <td>22</td> <td>19</td> <td>116%</td> </tr> <tr> <td>Busamaga HCIII</td> <td>9</td> <td>19</td> <td>47%</td> </tr> <tr> <td>Municipal HCII</td> <td>17</td> <td>9</td> <td>188.9%</td> </tr> <tr> <td>Total</td> <td>103</td> <td>114</td> <td>90.4%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ▪ 103 out of the recommended 114 position are filled which translates into 90.4 % (103/114*100). 	Health facility name	Positions filled	*Recom norms	Percentage	Namatata HCIV	39	48	81.3%	Namakwekwe HCIII	16	19	84%	Malukhu HCIII	22	19	116%	Busamaga HCIII	9	19	47%	Municipal HCII	17	9	188.9%	Total	103	114	90.4%
	Health facility name	Positions filled	*Recom norms	Percentage																														
Namatata HCIV	39	48	81.3%																															
Namakwekwe HCIII	16	19	84%																															
Malukhu HCIII	22	19	116%																															
Busamaga HCIII	9	19	47%																															
Municipal HCII	17	9	188.9%																															
Total	103	114	90.4%																															
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) 	4	<ul style="list-style-type: none"> ▪ We were provided with a letter dated 28th February 2018 addressed to the Town Clerk and copied to the Senior Human Resource Officer titled “public health department staffing gap”. Our review of the letter indicated that 24 vacancies for primary health workers had been considered for recruitment in 2017/2018. These included the following: <ul style="list-style-type: none"> - Clinical officers - 3 - Nursing officer (midwifery) - 4 - Enrolled Midwives - 1 - Anaesthetic Assistant - 1 																													

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings																		
						<ul style="list-style-type: none"> - Theatre Assistant - 1 - Theatre Attendant - 1 - Mortuary attendant - 1 - Guards/watchmen - 12 																		
	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. (Maximum 8 points)	<p>Evidence that all health facility in-charges have been appraised during the previous FY (2017/18):</p> <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). 	0	<ul style="list-style-type: none"> ▪ From the HR department we obtained records of appraisals for the health unit In-charges and established that 2 of 5 (40%) of the health facility in charges were appraised during the FY 2017/18 as in indicated in the table below <table border="1"> <thead> <tr> <th>Health facility</th> <th>In-charge</th> <th>Appraisal date</th> </tr> </thead> <tbody> <tr> <td>Namakkweke HCII</td> <td>Samuel Wadadaya</td> <td>10/07/2018</td> </tr> <tr> <td>Mbale Municipal council HCII</td> <td>Brighton Nuwagaba</td> <td>10/07/2018</td> </tr> <tr> <td>Malukhu HCIII</td> <td>Wambwa Namonyo</td> <td>15/06/2018</td> </tr> <tr> <td>Namatata HCIV</td> <td>Ketty Naizuli</td> <td>30/06/2018</td> </tr> <tr> <td>Busamaga HCIII</td> <td>Rhouzelyn Samanya</td> <td>30/07/2018</td> </tr> </tbody> </table>	Health facility	In-charge	Appraisal date	Namakkweke HCII	Samuel Wadadaya	10/07/2018	Mbale Municipal council HCII	Brighton Nuwagaba	10/07/2018	Malukhu HCIII	Wambwa Namonyo	15/06/2018	Namatata HCIV	Ketty Naizuli	30/06/2018	Busamaga HCIII	Rhouzelyn Samanya	30/07/2018
Health facility	In-charge	Appraisal date																						
Namakkweke HCII	Samuel Wadadaya	10/07/2018																						
Mbale Municipal council HCII	Brighton Nuwagaba	10/07/2018																						
Malukhu HCIII	Wambwa Namonyo	15/06/2018																						
Namatata HCIV	Ketty Naizuli	30/06/2018																						
Busamaga HCIII	Rhouzelyn Samanya	30/07/2018																						
	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	<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. 	0	<ul style="list-style-type: none"> ▪ There was no 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: ▪ We obtained the health staff list from the Human Resources department for the FY 2018/19 and noted that the list is not consistent with the staff lists provided by health facilities. ▪ We sampled two health facilities and noted that the following staff do not appear on the respective health facility staff lists, yet they appear on a list from the 																		

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
(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) <ul style="list-style-type: none"> From the MHO obtain evidence that s/he communicated guidelines, policies, circulars to health facilities (e.g. 	0	<ul style="list-style-type: none"> The MHO provided the following as guidelines, policies and circulars issued by MoH; <ul style="list-style-type: none"> Use of national sample transportation system – Hub for transportation of measles samples (2016) Guidance on rational use of injection artesunate for treatment of severe malaria (2014) Introduction of ORS and Zinc co-pack for treatment of diarrhoea in public health facilities (2014) Implementation of IPT among HIV positive and negative children under 5 years when exposed to TB (2014) However our review of the documents revealed that they were not consistent with the guidelines, circulars and policies issued by MoH. <p>In addition, there was no evidence that the documents were issued to the health facilities.</p>
		the current FY (2018/19). <i>(Maximum 4 points)</i>				<p>human resource department as attached to the following facilities</p> <p>A. Malukhu HCIII:</p> <ul style="list-style-type: none"> Kakai Mary Lusweti – Nursing Assistant, Emulu Samuel – Enrolled Nurse, Kisombo Grace – Enrolled Mid Wife, Namuyimba Kasifa Nursing Officer - Pschy Kubukuna Samuel – Enrolled Nurse <p>B. Namatala HCIV</p> <ul style="list-style-type: none"> Babirye Agnes - Enrolled Midwife Mugide Ketty – Porter Okiringi John Mike – Nursing officer Gimono Scholar – Enrolled midwife Kutisa Annet – Senior clinical officer

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
				<ul style="list-style-type: none"> through meetings, submission letters, etc). From the sample of health facilities, check whether the guidelines, policies, circulars were received. <p><i>If all guidelines of the previous year are still applicable and no new ones have been issued, then score 3</i></p>		
			<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 Check from a sample of 5 health facilities 	0	<ul style="list-style-type: none"> The MHO held 4 Minutes of the health departmental meetings held on 13th October 2017, 18th January 2018 and 25th May 2018 were reviewed. These were attended by in-charges and key personnel at the health facilities including lab technicians and nursing officers. However there was no evidence that guidelines, policies and circulars were explained in any of these meetings.
	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 	<p>From the MHO obtain:</p> <ul style="list-style-type: none"> The LG support supervision reports (quarterly) Minutes of MHT meeting. Facility records 	0	<ul style="list-style-type: none"> Mbale MLG supervises one health centre IV but no hospital. We noted that there were three municipal health department support supervision reports dated 30th October 2017, 29th December 2017 and 30th April 2018. Of all the three supervision reports only the first report dated 30th October 2017 indicates supervision of Namatala IV.

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
			<p>Evidence that MHT has ensured that HSD has supervised lower level health facilities within the previous FY (2017/18):</p> <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 	<p>From the MHO obtain:</p> <ul style="list-style-type: none"> ▪ The LG support supervision reports (quarterly) ▪ Minutes of MHT meetings ▪ Facility records ▪ Review and check a sample of minimum 5 facilities 	0	<ul style="list-style-type: none"> ▪ There was no evidence at the time of assessment indicating that the MHT ensured that HSD has supervised lower level health facilities within the previous FY (2018/19): ▪ Only one health facility (Namatala IV) has the capacity of performing as a Health Sub District. However, during the assessment we noted that the health facility had no support supervision reports; therefore, the assessment team could not establish whether the MHT ensures that HSD supervises lower health facilities.
	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	<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 	<p>From the MHO obtain and review:</p> <ul style="list-style-type: none"> • Support supervision and monitoring visit reports ▪ Minutes of quarterly meetings ▪ Minutes of monthly MHT meetings <p>From the sampled health facilities,</p>	0	<ul style="list-style-type: none"> ▪ There was no evidence at the time of assessment indicating that support supervision and monitoring reports are discussed and used to make recommendations. ▪ The assessment team obtained and reviewed minutes of the Municipal Health team meetings. There was no evidence of discussion of support supervision and monitoring reports. ▪ Since there was no evidence of discussing support supervision reports to make recommendations, we

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
(C) Governance, oversight, transparency and accountability <i>(Maximum 14 points)</i>	8.	The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH <i>(Maximum 10 points)</i>	<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 	<p>From the MoH obtain and review:</p> <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"> The assessment team was not provided with the HMIS reports for the current FY 2018/2019 from MoH. The assessment team could not therefore assess this area
	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 	<p>From the Clerk to Council obtain and review:</p> <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 	2	<ul style="list-style-type: none"> The social services committee held three meetings on 24th August 2017, 14th November 2017 and 7th November 2018 during the financial year. It was during the second and third meeting that health service delivery issues were discussed.

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings										
			<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"> Review the MHO's reports to the committee 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 (social services committee) has presented issues that require approval 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 	0	<ul style="list-style-type: none"> There was no evidence provided to the assessment team during the assessment indicating that health facilities and Hospitals had functional HUMCs/Boards None of five health facilities had the mandatory 4 quarterly Health Unit Management Committee meetings for FY 2017/18. All the HUMCs of the five sampled health facilities held less than four meetings as indicated in the table below; <table border="1"> <thead> <tr> <th>Health facility</th> <th>HUMC meeting dates</th> </tr> </thead> <tbody> <tr> <td>Namatata HCIV;</td> <td>28th Nov 2017 23rd Jun 2018</td> </tr> <tr> <td>Namakwekwe HCIII</td> <td>14th Sep 2017 15th Feb 2018 30th Mar 2018</td> </tr> <tr> <td>Mbale Municipal HCII</td> <td>27th Oct 2017</td> </tr> <tr> <td>Malukhu HCIII</td> <td>14th Feb 2018</td> </tr> </tbody> </table>	Health facility	HUMC meeting dates	Namatata HCIV;	28 th Nov 2017 23 rd Jun 2018	Namakwekwe HCIII	14 th Sep 2017 15 th Feb 2018 30 th Mar 2018	Mbale Municipal HCII	27 th Oct 2017	Malukhu HCIII	14 th Feb 2018
Health facility	HUMC meeting dates															
Namatata HCIV;	28 th Nov 2017 23 rd Jun 2018															
Namakwekwe HCIII	14 th Sep 2017 15 th Feb 2018 30 th Mar 2018															
Mbale Municipal HCII	27 th Oct 2017															
Malukhu HCIII	14 th Feb 2018															

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
	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 health facilities receiving non-wage recurrent grants Check a sample of health facilities 	0	<ul style="list-style-type: none"> Health facilities that received PHC-nonwage for FY 2017/18 were not displayed on the MLG notice board. However, releases for quarter 1 of FY 2018/19 have been publicized. They indicate health facilities and amounts received. PHC non-wage funds received were not displayed on any notice board at the two health facilities (Narnatala HC IV and Malukhu HCIII) that we visited.
(D) Procurement and contract management (Maximum 8 points)	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 (Maximum 4 points)	<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"> 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 23rd April 2018. The Plan was acknowledged by PDU on 23rd April 2018. At time of the assessment the health department hadn't submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY (2018/19)
	13	The LG Health department has	<ul style="list-style-type: none"> Evidence that the MHO (as per contract) 	<ul style="list-style-type: none"> From the CFO obtain a sample of contracts, 	4	<p>We reviewed one contract and this included ;</p> <ul style="list-style-type: none"> Office Cleaning and Compound Maintenance at the

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
(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"> certified and recommended suppliers timely for payment- 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 indicate 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 quarter³ reports were
		certified and initiated payment for supplies on time <i>(Maximum 4 points)</i>	<ul style="list-style-type: none"> certified and recommended suppliers timely for payment- score 4 points 	<ul style="list-style-type: none"> review and determine whether payment requests were certified and recommended on time 		<p>Municipal Offices: Contract was signed on 29th September 2016 at USHS.1, 363,000 per month. The contract was signed between MINIC (Mbale Municipal Council) and M/s Zimondo Multipurpose Traders. The service provider (M/s Zimondo Multipurpose Traders) requested for payment amounting to USHS. 1,363,000 for the month of January 2018 on 29th January 2018 inclusive of WHT. The Principal Health Inspector (Mandera Charles) issued an Interim certificate on 31st January 2018 where he certified the services provided, and payment was approved on same date by the Town Clerk. Payment was effected on 28th March 2018 vide payment voucher number PV-AD001205 which amounted to USHS. 2,761,604 for two months (January 2018 and, December 2017).</p>

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings								
						<ul style="list-style-type: none"> The fourth quarter report had not been submitted by the time of assessment on 21 August 2018. <table border="1"> <thead> <tr> <th>Quarter</th> <th>Online Submission date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12 January 2018</td> </tr> <tr> <td>2</td> <td>26 February 2018</td> </tr> <tr> <td>3</td> <td>27 April 2018</td> </tr> </tbody> </table>	Quarter	Online Submission date	1	12 January 2018	2	26 February 2018	3	27 April 2018
Quarter	Online Submission date													
1	12 January 2018													
2	26 February 2018													
3	27 April 2018													
	15	LG Health department 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 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 FY - 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 in the health sector in the second quarter of 2017/2018 relating to delayed accountabilities for funds disbursed for fuel and travel advances and absence of activity reports Our review of the subsequent internal audit reports and discussion with the internal auditor indicated that the health department later provided information to the internal auditor on the status of implementation of the specific audit findings mentioned above. 								
(F) Social and environment safeguards (Maximum 12 points)	16	Compliance with gender composition of Health Unit Management Committee	<ul style="list-style-type: none"> Evidence that HUMC meet the gender composition as per guidelines (i.e. minimum 30% women) - score 2 points 	<ul style="list-style-type: none"> From the sampled health facilities, find out whether number and gender of committee members is as per 	0	<ul style="list-style-type: none"> We sampled three health facilities that included Malukhu health center III, Namatala health center IV and Mbale Municipal Health center II. Whereas one (Mbale Municipal Health center II) was closed and could not be accessed, the HUMC composition at the rest of two health facilities were as follows: 								

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings									
		(HUMC) and promotion of gender sensitive sanitation in health facilities. (Maximum 4 points)	<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 	0	<ul style="list-style-type: none"> This does not meet the gender composition requirement of at least 30% women in all health facilities. Lists of the members of these committees were availed: <table border="1"> <thead> <tr> <th>Facility</th> <th>Males</th> <th>Females</th> </tr> </thead> <tbody> <tr> <td>Malukhu health center III</td> <td>5</td> <td>2 (28%)</td> </tr> <tr> <td>Namatata health center IV</td> <td>4</td> <td>6 (60%)</td> </tr> </tbody> </table> There were no guidelines on sanitation provided at the time of assessment at the sampled health facilities. However, we noted that facilities for men and women are well separated. 	Facility	Males	Females	Malukhu health center III	5	2 (28%)	Namatata health center IV	4	6 (60%)
Facility	Males	Females													
Malukhu health center III	5	2 (28%)													
Namatata health center IV	4	6 (60%)													
	17	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 <ul style="list-style-type: none"> The environmental officer and community development officer 	<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. <ul style="list-style-type: none"> From the Environmental officer and CDO obtain and review 	2	<ul style="list-style-type: none"> There were two health infrastructure projects among the projects screened in 2017/18. These included renovation of Busamaga Health centre and fencing of Busamaga health centre. Screening forms were prepared, fully filled and duly signed. <ul style="list-style-type: none"> The monitoring reports seen also included reports on the monitoring of the above two projects. 									

Performance Area	No.	Performance Measures	Scoring guide	Assessment Procedures	Score	Detailed assessment findings
	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 	0	<ul style="list-style-type: none"> ▪ From the sampled health facilities, there was only one medical waste segregation chart at one health facility (Malukhu Health center III). The second facility visited did not have guidelines on medical waste management available at the time of assessment.
Total					28	

14.2 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 (Maximum 30 points)	1.	The Municipal LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school) (Maximum 8 points)	<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 	From the Municipal LG Performance Contract: (i) review the list of schools; and (ii) the staff lists and validate that: <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 Assessment team obtained the MLG performance contract vote 760 for Mbale MLG; reviewed staff lists, lists of schools, and quarterly budgets. It was verified that Mbale MLG has 28 primary schools and 519 teachers. In addition, it was validated that Mbale MLG has budgeted for at least a head teacher and minimum of seven teachers per school. 														
			<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 (2019/18) - score 4 points 	From the MEO obtain and review <ul style="list-style-type: none"> Teachers' lists to determine whether MLG 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 From the sampled schools (urban and rural), verify whether the teachers as indicated in the staff lists are actually deployed in the schools. 			<ul style="list-style-type: none"> From the MEO, we obtained and reviewed teachers' lists to determine the deployment status. From the five sampled primary schools, it was verified that each school has a head teacher and at least seven teachers. In addition the teachers indicated on the staff lists are actually deployed in the schools. See the table below; <table border="1" data-bbox="324 1486 604 2003"> <thead> <tr> <th>School</th> <th>Staff list</th> <th>Deployment</th> </tr> </thead> <tbody> <tr> <td>Nabuyonga P/S</td> <td>43</td> <td>43</td> </tr> <tr> <td>Gangama P/S</td> <td>20</td> <td>20</td> </tr> <tr> <td>Umar P/S</td> <td>11</td> <td>11</td> </tr> <tr> <td>North road P/S</td> <td>47</td> <td>47</td> </tr> <tr> <td>Wanyera P/S</td> <td>25</td> <td>25</td> </tr> </tbody> </table>	School	Staff list	Deployment	Nabuyonga P/S	43	43	Gangama P/S	20	20	Umar P/S	11	11	North road P/S
School	Staff list	Deployment																		
Nabuyonga P/S	43	43																		
Gangama P/S	20	20																		
Umar P/S	11	11																		
North road P/S	47	47																		
Wanyera P/S	25	25																		

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
	2.	Municipal LG has substantially 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>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 MLG has filled its approved structure for primary teachers at 98%. As per the HRM staff register for teachers, the MLG has 519 teachers out of the 530 teachers on the approved structure with a wage bill of UShs. 4,413,108,000 for FY 2018/2019.
	3.	Municipal LG has substantially 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 substantially 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 Mbale MLG's performance contract vote 670, we noted that the MLG has filled the position of the Municipal Inspector by the names of Ms. Mugoya Muhammed but lacks an Assistant School Inspector.
	4.	The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY (2018/19). (Maximum 4 points)	<p>Evidence that the Municipal LG Education department has submitted a recruitment plan to HRM for the current FY (2018/19) to fill positions of:</p> <ul style="list-style-type: none"> Primary Teachers - score 2 points 	<p>From the Municipal LG Performance Contract:</p> <ul style="list-style-type: none"> Review the recruitment plan to determine whether the vacant positions of teachers and inspectors have been included. 	2	<ul style="list-style-type: none"> We reviewed the MLG's performance contract and noted that the Education department submitted a recruitment plan to the HRM with a total of 11 vacant positions for primary school teachers for the financial year 2018/2019. However the vacant position of assistant school inspector was not included.

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
	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)	<ul style="list-style-type: none"> ▪ School Inspectors - score 2 points <p>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)</p> <ul style="list-style-type: none"> ▪ 100% school inspectors - score 3 points ▪ Primary school head teachers ✓ 90 - 100% - score 3 points ✓ 70% and 89% - score 2 points ✓ Below 70% - score 0 	<p>From the Municipal HR department obtain and review:</p> <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). 	3	<ul style="list-style-type: none"> ▪ We obtained personnel files from the HR department and noted that only the school inspector Mr. Muhammad Mugoya was appraised in FY 2017/18. ▪ We received no evidence of appraisal of the school head teachers from the Municipal Education department.
(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, 	1	<p>We were provided with evidence during the assessment indicating that MLG Education department communicated guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to schools as indicated below;</p> <p>From MEO, in a letter dated:</p> <ul style="list-style-type: none"> - 1st August, 2017 the MEO communicated the circular on NIRA registrations; - 6th August, 2017, a circular to all schools on feeding of pupils was issued; and

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
			<ul style="list-style-type: none"> Evidence that the MLG 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 minutes and/or other evidence of the meetings with Head Teachers 	2	<p>There was evidence that the MLG education department held meetings with primary school head teachers and among others explained & sensitized on the guidelines, policies, circulars issued by national level as indicated below;</p> <p>On 3rd October, 2017, Under Min 2/Ed.3/10/2017, the following matters were discussed;</p> <ul style="list-style-type: none"> Licensing of private schools Timely reporting of UPE accountabilities Circular on payment in Municipal schools STIR programme be handled to support teachers.
	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 	<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) <ul style="list-style-type: none"> From sampled school verify the number of times they were inspected during the previous FY (2017/18) 	0	<ul style="list-style-type: none"> We reviewed school inspection reports for the 10 sampled registered public and licensed private schools. We noted that only North road P/S had been inspected at least once a term in 2017/18. There was no evidence of inspections in the private schools during the financial year 2017/18 as indicated below;

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	<ul style="list-style-type: none"> ✓ 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"> ▪ Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the ▪ From the MEO obtain and review minutes of departmental meetings to determine whether school inspection reports were discussed and used to make recommendations for 	<ul style="list-style-type: none"> ▪ 0 	<ul style="list-style-type: none"> ▪ There was no evidence that the Mbale MEO held departmental meetings and discussed the results/reports of school inspection to make recommendations for corrective actions. 																										
<table border="1"> <thead> <tr> <th colspan="2">Government aided schools</th> </tr> <tr> <th>School</th> <th>Inspection dates</th> </tr> </thead> <tbody> <tr> <td>Nabuyonga P/S</td> <td>6/10/2017 and 16/11/2017</td> </tr> <tr> <td>Gangama P/S</td> <td>25/04/2018 and 08/06/2018,</td> </tr> <tr> <td>Umar & Yumbe P/S</td> <td>15/02/2018 and 11/06/2017</td> </tr> <tr> <td>North road P/S</td> <td>14/09/2017, 16/10/2017, 14/11/2017, 15/2/2018 and 05/04/2018</td> </tr> <tr> <td>Wanyera P/S</td> <td>16/10/2017 and 25/10/2017,</td> </tr> </tbody> </table> <p>Private Schools</p> <table border="1"> <thead> <tr> <th>School</th> <th>Inspection dates</th> </tr> </thead> <tbody> <tr> <td>Impact P/S</td> <td>No records of inspection provided at the time of assessment</td> </tr> <tr> <td>Nkokonjeru P/S</td> <td></td> </tr> <tr> <td>Trust P/S</td> <td></td> </tr> <tr> <td>Mbale Tower P/S</td> <td>24/10/2017 and</td> </tr> <tr> <td>Fountain Public P/S</td> <td>17/11/2017</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ▪ Mbale MLG performance at school inspection in FY2017/18 was below 50%, and so the score is zero. 							Government aided schools		School	Inspection dates	Nabuyonga P/S	6/10/2017 and 16/11/2017	Gangama P/S	25/04/2018 and 08/06/2018,	Umar & Yumbe P/S	15/02/2018 and 11/06/2017	North road P/S	14/09/2017, 16/10/2017, 14/11/2017, 15/2/2018 and 05/04/2018	Wanyera P/S	16/10/2017 and 25/10/2017,	School	Inspection dates	Impact P/S	No records of inspection provided at the time of assessment	Nkokonjeru P/S		Trust P/S		Mbale Tower P/S	24/10/2017 and	Fountain Public P/S	17/11/2017
Government aided schools																																
School	Inspection dates																															
Nabuyonga P/S	6/10/2017 and 16/11/2017																															
Gangama P/S	25/04/2018 and 08/06/2018,																															
Umar & Yumbe P/S	15/02/2018 and 11/06/2017																															
North road P/S	14/09/2017, 16/10/2017, 14/11/2017, 15/2/2018 and 05/04/2018																															
Wanyera P/S	16/10/2017 and 25/10/2017,																															
School	Inspection dates																															
Impact P/S	No records of inspection provided at the time of assessment																															
Nkokonjeru P/S																																
Trust P/S																																
Mbale Tower P/S	24/10/2017 and																															
Fountain Public P/S	17/11/2017																															

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
		recommendations (Maximum 10 points)	previous FY (2017/18) - score 4 points	corrective actions during the previous FY (2017/18).		
			<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"> ▪ There was no evidence that the Municipal LG Education department had submitted school inspection reports to the DES in the Ministry of Education and Sports.
			<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"> ▪ From the 5 sampled schools, the following recommendations were provided from the inspections conducted. <ul style="list-style-type: none"> - At Nabuyonga P/S the head teacher was to ensure regular lesson planning and provision of meals to all pupils - At Gangama P/S the head teacher was to ensure a conducive learning environment for the pupils. - At Umar & Yumbe P/S teachers were advised to use instructional materials during teaching learning process - At Wanyera P/S the head teacher was to ensure that garbage collection is improved and also to stop trespassers through the compound. - At North Road P/S the head teacher was advised to improve on sanitation

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
(C) Governance, oversight, transparency and accountability	10.	The Municipal LG committee responsible for education met, discussed service delivery issues and	<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"> We obtained and reviewed the performance contract vote 760, for FY2018/19. The number of pupils enrolled in UPE schools was 22, 855 as per records of June 2018. However the EMIS reports from the Ministry of Education and Sports were not availed for review. Therefore, we could not establish whether the enrolment data submitted was consistent with EMIS report.
			<ul style="list-style-type: none"> Evidence that the Municipal LG has submitted accurate/consistent data: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and Programme Budgeting System (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 list of schools submitted are consistent/similar. 	0	<ul style="list-style-type: none"> We obtained and reviewed list of schools submitted per the performance contract vote 760 for Mbale Municipal Council for FY 2018/19 which indicated 28 primary schools. However the EMIS reports from the Ministry of Education and Sports were not availed for review. Therefore, we could not establish whether the list of Schools was consistent with both EMIS reports and Budgeting System.

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings									
(Maximum 12 points)	11.	Primary schools in a Municipal LG have functional SMCs (Maximum 5 points)	<ul style="list-style-type: none"> delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY (2017/18) - score 2 points 	<ul style="list-style-type: none"> minutes – check if the Council has approved the sector implementation plan and discussions by the standing committee MEO's reports to the committee 	2	<ul style="list-style-type: none"> per minute Min Ex.C: 27/23/08/2017 of the council's meeting held on 23rd August 2017. The issues discussed included: <ul style="list-style-type: none"> - Demolition of class room walls at Busamaga P/S - Inspection be done were the Instructional Materials from the demolished school will be kept - Need to renovate Doko P/S and Bujoloto P/S. 									
			<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. 			<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 confirm whether they have SMCs and 								
			<ul style="list-style-type: none"> Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to MEO) 100% schools: score 5 80 to 99% schools: score 3 	<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 confirm whether they have SMCs and 	0	<ul style="list-style-type: none"> We sampled five schools to ascertain the functionality of SMCs. We noted that the three mandatory meetings were not held in any of the five sampled schools in the FY2017/2018 as indicated below: <table border="1"> <thead> <tr> <th>School Name</th> <th>Meeting date</th> <th>Contents of discussions</th> </tr> </thead> <tbody> <tr> <td>Wanyera P/S</td> <td>30/11/2017</td> <td>Budget/ Annual General Meeting</td> </tr> <tr> <td></td> <td>29/3/2018</td> <td>School action plan and performance</td> </tr> </tbody> </table>	School Name	Meeting date	Contents of discussions	Wanyera P/S	30/11/2017	Budget/ Annual General Meeting		29/3/2018	School action plan and performance
School Name	Meeting date	Contents of discussions													
Wanyera P/S	30/11/2017	Budget/ Annual General Meeting													
	29/3/2018	School action plan and performance													

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings																	
			<ul style="list-style-type: none"> Below 80 % schools: score 0 	review whether they have held 3 mandatory meetings		<table border="1"> <tr> <td></td> <td>08/05/2018</td> <td>School pupils' feeding and performance of the school</td> </tr> <tr> <td>North Road P/S</td> <td>22/1/2/2017</td> <td>Performance of the school</td> </tr> <tr> <td>Umar and Yumbe P/S</td> <td>13/10/2017</td> <td>School discipline</td> </tr> <tr> <td>Gangarna P/S</td> <td>No evidence of meetings held</td> <td></td> </tr> <tr> <td rowspan="2">Nabuyonga P/S</td> <td>23/1/1/2017</td> <td>School development and finances</td> </tr> <tr> <td>29/5/2018</td> <td>School budget</td> </tr> </table>		08/05/2018	School pupils' feeding and performance of the school	North Road P/S	22/1/2/2017	Performance of the school	Umar and Yumbe P/S	13/10/2017	School discipline	Gangarna P/S	No evidence of meetings held		Nabuyonga P/S	23/1/1/2017	School development and finances	29/5/2018	School budget
	08/05/2018	School pupils' feeding and performance of the school																					
North Road P/S	22/1/2/2017	Performance of the school																					
Umar and Yumbe P/S	13/10/2017	School discipline																					
Gangarna P/S	No evidence of meetings held																						
Nabuyonga P/S	23/1/1/2017	School development and finances																					
	29/5/2018	School budget																					

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	<ul style="list-style-type: none"> There was evidence that the MLG has publicised all the 28 schools receiving non- wage recurrent grants. On the MLG's notice board we noted that non- wage recurrent grants for 28 schools had been posted and displayed for public viewing. Specific details of the content displayed for the 5 sampled schools are captured in the table below; <table border="1"> <thead> <tr> <th>School Name</th> <th>School Term</th> <th>Amount Displayed</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Wanyera P/S</td> <td>Term 1</td> <td></td> </tr> <tr> <td>Term 2</td> <td>3,234,510</td> </tr> <tr> <td>Term 3</td> <td>3,234,314</td> </tr> <tr> <td rowspan="3">North Road P/S</td> <td>Term 1</td> <td>7,240,458</td> </tr> <tr> <td>Term 2</td> <td>6,570,100</td> </tr> <tr> <td>Term 3</td> <td>6,700,959</td> </tr> <tr> <td rowspan="3">Umar and Yumbe P/S</td> <td>Term 1</td> <td>1,460,000</td> </tr> <tr> <td>Term 2</td> <td>1,500,000</td> </tr> <tr> <td>Term 3</td> <td>1,480,000</td> </tr> <tr> <td rowspan="3">Gangama P/S</td> <td>Term 1</td> <td>2,843,007</td> </tr> <tr> <td>Term 2</td> <td>2,579,787</td> </tr> <tr> <td>Term 3</td> <td>2,439,774</td> </tr> <tr> <td rowspan="3">Nabuyonga P/S</td> <td>Term 1</td> <td></td> </tr> <tr> <td>Term 2</td> <td>6,250,271</td> </tr> <tr> <td>Term 3</td> <td>6,250,271</td> </tr> </tbody> </table>	School Name	School Term	Amount Displayed	Wanyera P/S	Term 1		Term 2	3,234,510	Term 3	3,234,314	North Road P/S	Term 1	7,240,458	Term 2	6,570,100	Term 3	6,700,959	Umar and Yumbe P/S	Term 1	1,460,000	Term 2	1,500,000	Term 3	1,480,000	Gangama P/S	Term 1	2,843,007	Term 2	2,579,787	Term 3	2,439,774	Nabuyonga P/S	Term 1		Term 2	6,250,271	Term 3	6,250,271
School Name	School Term	Amount Displayed																																										
Wanyera P/S	Term 1																																											
	Term 2	3,234,510																																										
	Term 3	3,234,314																																										
North Road P/S	Term 1	7,240,458																																										
	Term 2	6,570,100																																										
	Term 3	6,700,959																																										
Umar and Yumbe P/S	Term 1	1,460,000																																										
	Term 2	1,500,000																																										
	Term 3	1,480,000																																										
Gangama P/S	Term 1	2,843,007																																										
	Term 2	2,579,787																																										
	Term 3	2,439,774																																										
Nabuyonga P/S	Term 1																																											
	Term 2	6,250,271																																										
	Term 3	6,250,271																																										

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
(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 	4	The education department prepared and submitted the approved Sector annual work plan and budget to the PDU and it was acknowledged by the DPU on 3 rd April 2018.
	14	The LG Education department has certified and initiated payment for supplies on time <i>(Maximum 3 points)</i>	<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	<ul style="list-style-type: none"> We sampled one contract and this included ; <ul style="list-style-type: none"> Construction of Five stance water borne toilets at Fairway Primary School: Contract was signed on 21st February 2018 between MIMC and M/s K&K Commercial Agencies Ltd and the contract amount was Ushs.36,257,164. The contractor requested for Payment on 25th May 2018. The municipal engineer certified the works on 6th June 2018 and they were verified by the Municipal Education officer on the 8th June 2018. Payment was effected on 19th June 2018 vide payment voucher PV-ED00658, and it amounted to Ushs. 32,581,948.
(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	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY - 	<ul style="list-style-type: none"> From the Planning Unit, obtain and review performance report files From the MEO check annual and quarterly 	4	<ul style="list-style-type: none"> The Education Sector prepared and submitted the 2017/18 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

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings								
		Unit (Maximum 4 points)	2017/18 (with availability of all four quarterly reports) to the Planner by 15 th July for consolidation: score 4 points	reports for the previous FY (2017/18)		<ul style="list-style-type: none"> 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 Economic Planner. Our review of the submitted reports indicate that the performance reports contained sections on the healthsector. 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 on the dates indicated in the table below. <table border="1" data-bbox="609 1543 795 1963"> <thead> <tr> <th>Quarter</th> <th>Online Submission date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12 January 2018</td> </tr> <tr> <td>2</td> <td>26 February 2018</td> </tr> <tr> <td>3</td> <td>27 April 2018</td> </tr> </tbody> </table> The fourth quarter report had not been submitted by the time of assessment on 21st August 2018. 	Quarter	Online Submission date	1	12 January 2018	2	26 February 2018	3	27 April 2018
Quarter	Online Submission date													
1	12 January 2018													
2	26 February 2018													
3	27 April 2018													
	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 	<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 in the second quarter of 2017/2018 relating to delayed accountabilities for funds disbursed for fuel and travel advances and absence of activity reports. Our review of the subsequent internal audit reports and discussion with the internal auditor indicated that the education department later 								

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>	<p>(2017/18)</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 - 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"> There is documented evidence of dissemination of guidelines to the schools in the Municipal education officer's file. During the assessment, the team noted that guidelines were distributed to school head teachers regularly in meetings held between the Municipal education and sports department, the head teachers and teachers of schools. The team was availed with the attendance list and Minutes of the meeting.

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 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"> 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"> Guidelines on sanitation were distributed to school head teachers regularly in the meetings held between the Municipal education and sports department, head teachers and teachers of schools. The team was availed with the attendance list and Minutes of the meeting. There are also copies of the guidelines and handbooks at the sampled schools. These include: <ul style="list-style-type: none"> “Basic requirements and minimum standards indicators for education institutions” Indicator 9 of this handbook has guidelines on sanitation. “Sanitation promotion: What Teachers need to know and do”
			<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 (Fairway Primary school, North road primary school, Namakwenkwe primary school and Nabuyonga primary school) were duly composed with at least 2 females, following the guidelines in the Education (pre-primary, primary and Post Primary) Act, 2008
			<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, 	<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 	3	<ul style="list-style-type: none"> There is documented evidence of dissemination of guidelines on environmental management to the schools at the Municipal education officer’s file. Copies of guidelines were seen in the sampled schools such as <ul style="list-style-type: none"> “Environmentally friendly school compound” charts, “stop the use of polythene carrier bags” brochures, and “school environment education/education for sustainable development programme” brochures.

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
			formation of environmental clubs and environmental education etc.); score 3 points	<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 	47	<ul style="list-style-type: none"> There was also a document on "Introduction, overview of objectives and content of environmental education training programme" at Fairway primary school. From the minutes and attendance lists at the Municipal Education Officer's file, it was also established that the Municipal Education Officer holds termly meetings with school head teachers in which guidelines are disseminated and environmental management issues discussed. It was also established that the schools are actively involved in environmental management activities like tree planting in collaboration with the environment officer, and there are environmental/green clubs at the school, involved in environmental management activities.
Total					47	