

15.1 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"> <li>• More than 80% filled: <b>score 8 points,</b></li> <li>• 60 – 80% - <b>score 4 points</b></li> <li>• Less than 60% filled: <b>score 0</b></li> </ul>	<ul style="list-style-type: none"> <li>• From the LG Performance Contract: <ul style="list-style-type: none"> <li>✓ Check the LG approved structure</li> <li>✓ Check wage bill provision</li> <li>✓ Establish the positions filled</li> </ul> </li> </ul> <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>	0	Out of the 191 staff positions, 107 were filled, constituting 56% of the staffing positions filled. A total of 91 established positions are not filled of which 62(68%) are support staff of salary scale U8, and 29 (38%) are technical staff of salary scale U3-U7. MMC HCIV HC had an Anaesthetic Officer, yet it had no functional theatre. In addition, salary was spent on 15 staff members who were in positions where their number was more than the established positions for when all the 12 health facilities are combined. This implies that the resources spent on staff where there was over staffing, could have been used to secure services of the critical gaps in all the 12 health facilities.
	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: <b>score 6 points</b>	<ul style="list-style-type: none"> <li>▪ 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)</li> </ul>	4	A request was submitted to the to the Town Clark, by the Principle Medical Officer on 19 <sup>th</sup> July 2017, to recruited the following staff for the health facilities <ul style="list-style-type: none"> <li>• 1 Senior medical Officer - 1</li> <li>• 6 Enrolled Nurses</li> <li>• 6 Enrolled Midwife</li> <li>• 1 Health Assistant</li> <li>• 1 Laboratory Assistant</li> <li>• 3 Clinical Officers</li> <li>• 1 ophthalmic clinical officer</li> <li>• Anaesthetic Assistant</li> </ul>

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	3.	The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital in-charge and ensured performance appraisals for HC III and II in-charges are conducted.	Evidence that all health facility in-charges have been appraised during the previous FY (2017/18): <ul style="list-style-type: none"> <li>100%: <b>score 8 points</b></li> <li>70 – 99%: <b>score 4 points</b></li> <li>Below 70%: <b>score 0</b></li> </ul>	<ul style="list-style-type: none"> <li>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).</li> </ul>	<b>0</b>	<p>There was no In-Charge, whose appraisal had been completed.</p> <ul style="list-style-type: none"> <li>As of 16<sup>th</sup> August 2018, only MMC HC IV In-Charge had submitted performance appraisal report to the Principle Medical Officer, but not yet acted on.</li> <li>Also Biharwe HC III In-charge submitted the appraisal forms to the Division Town Clarke on 30<sup>th</sup> June, and as of 17<sup>th</sup> of August, it had not been acted on.</li> </ul>
	4.	The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY (2018/19).	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: <b>score 4 points</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>4</b>	<p>The deployment of staff is informed by the following:</p> <ul style="list-style-type: none"> <li>The critical need of staff</li> <li>The patient load</li> <li>Area population</li> <li>Possibility of a stop gap measure for the position</li> </ul>
<b>(B) Monitoring and supervision</b> <b>(Maximum 32 points)</b>	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	<ul style="list-style-type: none"> <li>Evidence that the MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to health facilities: <b>score 3 points</b></li> </ul>	<ul style="list-style-type: none"> <li>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)</li> <li>From the MHO obtain</li> </ul>	<b>3</b>	<p>The following documents were found at the health facilities sampled in MMC: The facilities were MMC HC IV, Biharwe H C III, Kakoba HC III, Nyamitobola HC II.</p> <ul style="list-style-type: none"> <li>i) Uganda Clinical Guidelines , 2016, MOH</li> <li>ii) Essential Medicines and Health Supplies for Uganda, 2016</li> <li>iii) Introduction of Rota virus vaccines into routine immunisation, MOH, 2018</li> </ul>
		<b>(Maximum 6 points)</b>				

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			<ul style="list-style-type: none"> <li>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: <b>score 3 points</b></li> </ul>	<ul style="list-style-type: none"> <li>evidence that s/he communicated guidelines, policies, circulars to health facilities (e.g. through meetings, submission letters, etc).</li> <li>From the sample of health facilities, check whether the guidelines, policies, circulars were received.</li> </ul> <p><i>If all guidelines of the previous year are still applicable and no new ones have been issued, then score 3</i></p>		<p>iv) Malaria case management Flow Chart, v) Health Facility Plan for TB infection Control vi) Intensification of TB case management</p> <p>The documents and policies are distributed directly by MOH through NMS or Programmes or through the District Health Office. The MMC Health office has very limited role in the distribution of policies and guidelines.</p> <p>However the dress code circular for non-uniformed officers in public services of 2017 by MPOS, which had reached the MIMC had not yet been cascaded to the facility levels</p>
	6.	The LG Health Department has effectively provided support supervision to	<ul style="list-style-type: none"> <li>Evidence that MHT has supervised 100% of HC IVs and district hospitals</li> </ul>	<p>From the MHO obtain:</p> <ul style="list-style-type: none"> <li>The LG support supervision reports (quarterly)</li> </ul>	<b>0</b>	<p>TPC support supervision to health centres for the 1<sup>st</sup> quarter 2017/18, dated 15<sup>th</sup> December 2017. This also covered MIMC HC IV. The following recommendations were made:</p>

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		district health services <b>(Maximum 6 points)</b>	(including PNFPS receiving PHC grant) at least once in a quarter: <b>score 3 points</b>	<ul style="list-style-type: none"> <li>▪ Minutes of MHT meeting.</li> <li>▪ Facility records</li> </ul>		<ul style="list-style-type: none"> <li>• Increase staffing level,</li> <li>• Theatre operations should be prepared to start,</li> <li>• Facility expansion must be urgently planned</li> <li>• Provide incinerator</li> <li>• Provide staff accommodation and transport</li> <li>• Provide dental chair and microscope</li> <li>• Security must be improved at the facility</li> <li>• Provide waiting shade</li> </ul> <p>There was also HMIS supervision and report available dated 12<sup>th</sup> January 2017</p>
			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"> <li>▪ If 100% supervised: <b>score 3 points</b></li> <li>▪ 80 - 99% of the health facilities: <b>score 2 points</b></li> <li>▪ 60% - 79% of the health facilities: <b>score 1 point</b></li> <li>▪ Less than 60% of the health facilities: <b>score 0</b></li> </ul>	<p>From the MHO obtain:</p> <ul style="list-style-type: none"> <li>▪ The LG support supervision reports (quarterly)</li> <li>▪ Minutes of MHT meetings</li> <li>▪ Facility records</li> <li>▪ Review and check a sample of minimum 5 facilities</li> </ul>	<b>0</b>	<p>TPC support supervision to health centres for the 1<sup>st</sup> qtr. 2017-18, dated 15<sup>th</sup> December 2017. The supervision covered all the lower health facilities under the MIMC.</p> <p>The support supervision was not on a quarterly basis and therefore the score is zero</p>
	7.	The LG Health department (including HSDs) have discussed the results/ reports of	<ul style="list-style-type: none"> <li>▪ Evidence that all the 4 quarterly reports have been discussed and used to make</li> </ul>	<p>From the MHO obtain and review:</p> <ul style="list-style-type: none"> <li>• Support supervision and monitoring visit</li> </ul>	<b>0</b>	<p><b>Stakeholders meeting of 9<sup>th</sup> Aug 2017.</b> The agenda did not have supervision reports. Instead it had reports from In charges. Also discussed was new LG performance assessment manual</p>

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		the support supervision and monitoring visits, used them to make recommendations for corrective actions and follow up <b>(Maximum 10 points)</b>	<p>recommendations (in each quarter) for corrective actions during the previous financial year (2017/18): <b>score 4 points</b></p> <ul style="list-style-type: none"> <li>Evidence that the recommendations are followed up and specific activities undertaken for correction: <b>score 6 points</b></li> </ul>	<p>reports</p> <ul style="list-style-type: none"> <li>Minutes of quarterly meetings</li> <li>Minutes of monthly MHT meetings</li> </ul> <p>From the sampled health facilities, determine whether the Health department provided recommendations from the supervision visits and followed up.</p>	<b>0</b>	<p><b>Meeting with in charges held on 9<sup>th</sup> Jan 2018</b> at MMC did not cover supervision report. Main agenda was reports and communication from In charges. There was discussion of support supervision findings</p>
	8.	The LG Health department has submitted accurate/ consistent reports/ data for health facility lists receiving PHC funding as per formats provided by MoH <b>(Maximum 10 points)</b>	<ul style="list-style-type: none"> <li>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 - <b>score 10 points</b></li> </ul>	<p>From the MoH obtain and review:</p> <ul style="list-style-type: none"> <li>HMIS reports for the current FY (2018/19)</li> <li>The performance contract for the current FY (2018/19)</li> <li>Check whether the lists of health facilities submitted are consistent/ similar</li> </ul>	<b>0</b>	<p>HMIS reports for the current FY (2018/19) were not provided by MoH to facilitate assessment of this area</p>

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<b>(C) Governance, transparency and accountability</b> <b>(Maximum 14 points)</b>	9.	The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council <b>(Maximum 4 points)</b>	<ul style="list-style-type: none"> <li>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) - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the Clerk to Council obtain and review:               <ul style="list-style-type: none"> <li>Health sector standing committee meeting minutes – check if the Council has approved the sector implementation plan and discussions by the committee</li> <li>Review the MHO's reports to the committee</li> </ul> </li> </ul>	<b>2</b>	The Health and Security Committee met and discussed service delivery issues in the FY 2017/18 as indicated below: <ul style="list-style-type: none"> <li>Health and Security Committee meeting of 21<sup>st</sup> August 2017 received and discussed the report from Health Department</li> <li>Committee meetings of 21<sup>st</sup> November 2017 and 16<sup>th</sup> Jan 2018 deliberated quarterly reports of the department</li> <li>Meeting of 19<sup>th</sup> January 2018 no issues on health discussed;</li> <li>Meeting of 13<sup>th</sup> March 2018 discussed malaria control programme, health centres, Nyamitanga HC III Maternity ward, staffing etc; and</li> <li>Meeting of 10<sup>th</sup> May 2018 discussed service delivery at HCs, Biharwe and Rwakishizi</li> </ul>
			<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>		

- 21<sup>st</sup> December 2017 during which resolutions to extend a vote of appreciation to MMC medical staff for their commitment to work amidst national challenges of industrial action medical workers.

- 28<sup>th</sup> February 2018:** A report of Health and Security Committee was presented to Council and presented recommendations on malaria control, and the proposed Kishasha Health Outreach Centre to be started

- 21<sup>st</sup> December 2017:** Report of the Health and

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	10.	The Health Unit Management Committees and Hospital Board are operational/functioning <b>(Maximum 6 points)</b>	Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues): <ul style="list-style-type: none"> <li>If 100% of randomly sampled facilities: <b>score 6 points</b></li> <li>If 80-99 %: <b>score 4 points</b></li> <li>If 70-79: %: <b>score 2 point</b></li> <li>If less than 70%: <b>score 0</b></li> </ul>	<ul style="list-style-type: none"> <li>Check files of HUMCs and minutes of HUMCs (Check list for all and sample 5 to review)</li> <li>Study files from 5 randomly sampled health facilities to confirm whether they have HUMCs and review whether they have held 4 mandatory meetings</li> </ul>	<b>0</b>	<p>The HUMC were found to be functional and had had meeting on the following dates:</p> <ul style="list-style-type: none"> <li><b>MMC HC IV:</b> 17<sup>th</sup> August 2017 and 23<sup>rd</sup> January 2018.</li> <li><b>Kakoba HC III:</b> 5<sup>th</sup> July 2017 and 28<sup>th</sup> March 2018</li> <li><b>Biharwe HC III:</b> 15<sup>th</sup> September 2017 and 1<sup>st</sup> February 2018</li> </ul> <p>However no facility held the mandatory 4 meeting of the HUMC</p>
	11.	The LG has publicised all health facilities receiving PHC non-wage recurrent grants <b>(Maximum 4 points)</b>	<ul style="list-style-type: none"> <li>Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants</li> </ul>	<ul style="list-style-type: none"> <li>Check the LG Notice Boards and LG budget website to establish if the Health department</li> </ul>	<b>4</b>	The MLG has publicised all health facilities receiving PHC non-wage recurrent grants. The information was publicised on notice Boards at MMC, at Biharwe HC III (inside the reception area), at Kakoba (inside the In charges office), at Nyamityobora, and

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<b>(D) Procurement and contract management</b> <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"> <li>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 - <b>score 2 points</b></li> <li>Evidence that LG Health department submitted procurement request form (Form PPS) to the PDU by 1<sup>st</sup> Qtr of the current FY - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the Municipal Health Officer (MHO) obtain and review submissions to DPU;</li> <li>From PDU crosscheck submission from DHO</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>Mbarara Municipality Health Department Procurement Plan 2018/2019 was prepared by Principal Medical Officer, Mugisha Keiruky Longino and was submitted to the Town Clerk after the due date of 30<sup>th</sup> April 2018; on 12<sup>th</sup> September 2018;</li> <li>The investment items – Construction of Bharwe HC III Patient Ward, Construction of Rwakashakizi HC III Patient Ward, Kyarwabuganda HC III construction and purchase of theatre equipment were embedded within the sector work plan.</li> <li>As at time of assessment, there was no procurement requisition submitted by Mbarara LG Health department to the PDU due to unconfirmed project funding.</li> </ul>
	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"> <li>Evidence that the MHO (as per contract) certified and recommended suppliers timely for payment- <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the CFO obtain a sample of contracts, review and determine whether payment requests were certified and recommended on time</li> </ul>	<b>4</b>	<p>We reviewed the certification and payments in respect of works/supplies to verify whether certification of completed works was within 28 days and payment was recommended within 30 days of issuance of certificate;</p> <p><b>Purchase of Mbarara Municipal HCIV theatre</b></p>



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						<p><b>equipment by Joint Medical Stores (JMS):</b></p> <ul style="list-style-type: none"> <li>○ The request for payments by Joint Medical Stores (JMS) was certified and recommended for payment on time</li> <li>○ As per Local Purchase Order (LPO) No: 00859 issued by Mbarara Municipal Council to Joint Medical Stores on 25<sup>th</sup> May 2018 indicated an order of a total of 34 items.</li> <li>○ The contractor supplied 49 items equipment on 16<sup>th</sup> June 2018 which were received by Storekeeper, Claire Keyune as seen from Goods Received Note (GRN) no. 010143. The invoice/ payment request dated 16<sup>th</sup> June 2018 worth USHS. 127,625,922 was recommended for payment by Principal Health Officer on 20<sup>th</sup> June 2018.</li> </ul> <p><b>Construction of Nyamityobora HCII Patients Waiting Shade by KATRACY General Construction and Supplies Limited</b></p> <ul style="list-style-type: none"> <li>○ The request for payment was certified and recommended for payment on time.</li> <li>○ The contractor completed works on 13<sup>th</sup> September 2017. The Assistant Engineering prepared Interim certificate which was certified by the Principal Executive Engineering on the same date.</li> <li>○ The payment request from the contractor dated 13<sup>th</sup> September 2017 for sum USHS. 10,368,052 was recommended for payment by Principal Education Officer on 15<sup>th</sup> September 2017.</li> </ul>

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<b>(E) Financial management and reporting</b> <b>(Maximum 8 points)</b>	14	The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit <b>(Maximum 4 points)</b>	<ul style="list-style-type: none"> <li>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 - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the Planning Unit, obtain and review performance report files</li> <li>From the MHO check annual and quarterly reports for the previous FY (2017/18)</li> </ul>	4	<ul style="list-style-type: none"> <li>For the FY 2017/18, the Planning unit was using PBS. The departmental head for health had access to PBS and input their departmental figures after which the Planner would receive an email notification from the PBS system though there was no evidence of submission.</li> </ul> <p>However, we noted that all the quarterly performance reports included input from the health department and Mbarara MLG annual performance report for the FY 2017/18 was submitted to MoFPED on 13<sup>th</sup> August 2018 before the deadline of 30th August 2018.</p>														
	15	LG Health department has acted on Internal Audit recommendations (if any) <b>(Maximum 4 points)</b>	<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"> <li>If sector has no audit query - <b>score 4 points</b></li> <li>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) - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the Internal Auditor obtain copies of sector audit reports from the internal audit and Management responses for the previous FY (2017/18)</li> </ul>	4	<p>At the time of our review, the MLG had produced the draft 2<sup>nd</sup> and 1<sup>st</sup> quarter reports for the FY 2017/18. The sector had no audit query in Quarters 1 and 2 drafts hence the score 4.</p> <table border="1"> <thead> <tr> <th>Quarters</th> <th>Issues</th> <th>Responses</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>No issues raised</td> <td>Not Applicable</td> </tr> <tr> <td>2</td> <td>No issues raised</td> <td>Not Applicable</td> </tr> <tr> <td>3</td> <td>Not yet prepared</td> <td>Not Applicable</td> </tr> <tr> <td>4</td> <td>Not yet prepared</td> <td>Not Applicable</td> </tr> </tbody> </table>	Quarters	Issues	Responses	1	No issues raised	Not Applicable	2	No issues raised	Not Applicable	3	Not yet prepared	Not Applicable	4	Not yet prepared
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<b>(F) Social and environment safeguards</b> <b>(Maximum 12 points)</b>	16	Compliance with gender composition of Health Unit Management Committee (HUMC) and promotion of gender sensitive sanitation in health facilities. <b>(Maximum 4 points)</b>	<ul style="list-style-type: none"> <li>If all queries are not responded to - <b>score 0</b></li> <li>Evidence that HUMC meet the gender composition as per guidelines (i.e. minimum 30% women) - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the sampled health facilities, find out whether the number and gender of committee members is as per required composition</li> </ul>	<b>2</b>	<p>Committees for sampled health facilities met the gender composition as per guidelines (i.e. minimum 30% women).</p> <ul style="list-style-type: none"> <li><u>Biharwe HC III</u> – Committee was in place, composed of 9 members with 3 women and 5 men, thus meeting required minimum 30% women Composition.</li> <li><u>Kakoba HC III</u> - Committee was in place, composed of 9 members with 3 women and 5 men, thus meeting required minimum 30% women Composition.</li> <li><u>Mbarara Municipal HC IV</u> - Committee was in place, composed of 9 members with 3 women and 6 men, thus meeting the required minimum 30% women composition.</li> </ul>
	17	LG Health department has ensured that guidelines on environmental management are	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before</li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	<b>4</b>	<p>There were guidelines on sanitation displayed at the sampled health facilities (Biharwe, Kakoba and Mbarara Municipal Health Centers)</p> <p>Facilities for men and women are well separated.</p> <p>Only one health facility project was planned and implemented in 2017/18 (Mbarara Municipal Health Center IV).</p>

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	18	The LG Health department has issued guidelines on medical waste management <b>(Maximum 4 points)</b>	<ul style="list-style-type: none"> <li>▪ approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: <b>score 2 points</b></li> <li>▪ The environmental officer and community development officer have visited the sites to check whether the mitigation plans are compiled with: <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>• screening was done and whether risks mitigation plans were developed.</li> <li>• From the Environmental officer and CDO obtain and review Site visit reports to establish whether they checked compliance to the risk mitigation plans</li> </ul>	4	From the sampled health facilities, find out whether the LG has issued guidelines on medical waste management
			<ul style="list-style-type: none"> <li>▪ 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 - <b>score 4 points.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ From the sampled health facilities, find out whether the LG has issued guidelines on medical waste management</li> </ul>		From the sampled health facilities, there were medical waste management guidelines displayed at various locations around the facility.
<b>Total</b>					<b>43</b>	

## 15.2 Performance on Education Sector Performance Measures

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<b>(A) Human resource planning and management</b> <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"> <li>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) - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the MEO obtain and review               <ul style="list-style-type: none"> <li>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).</li> <li>From the sampled schools (urban and rural), verify whether</li> </ul> </li> </ul>	0	<p>The Performance contract for vote 761 Mbarara Municipal Council was obtained and reviewed. A total of 744 teachers for 62 government schools had been budgeted for.</p> <p>However, the following schools had less than the minimum required number of teachers;</p> <table border="1"> <thead> <tr> <th>School</th> <th>Highest class</th> <th>No. of teacher (inclusive of the head teacher)</th> </tr> </thead> <tbody> <tr> <td>Nyabuhaama PS</td> <td>P7</td> <td>7</td> </tr> <tr> <td>Rwobuyenje PS</td> <td>P7</td> <td>7</td> </tr> <tr> <td>Nyabugando P/S</td> <td>P5</td> <td>5</td> </tr> </tbody> </table> <p>The staff list was obtained and reviewed. According to the staff lists, the following schools had less than the required number of teachers deployed;</p> <table border="1"> <thead> <tr> <th>School</th> <th>Highest class</th> <th>(inclusive of the head teacher)</th> </tr> </thead> <tbody> <tr> <td>Nyabuhaama PS</td> <td>P7</td> <td>7</td> </tr> <tr> <td>Rwobuyenje PS</td> <td>P7</td> <td>7</td> </tr> <tr> <td>Nyabugando P/S</td> <td>P5</td> <td>5</td> </tr> </tbody> </table> <p>Five schools were randomly sampled and visited. Each of the 5 sampled schools had one head teacher and at least 7 teachers.</p> <table border="1"> <thead> <tr> <th>School</th> <th>Deployed teachers</th> <th>Staff list</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	School	Highest class	No. of teacher (inclusive of the head teacher)	Nyabuhaama PS	P7	7	Rwobuyenje PS	P7	7	Nyabugando P/S	P5	5	School	Highest class	(inclusive of the head teacher)	Nyabuhaama PS	P7	7	Rwobuyenje PS	P7	7	Nyabugando P/S	P5	5	School	Deployed teachers	Staff list			
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<ul style="list-style-type: none"> <li>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) - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the MEO obtain and review               <ul style="list-style-type: none"> <li>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).</li> <li>From the sampled schools (urban and rural), verify whether</li> </ul> </li> </ul>																																			

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				the teachers as indicated in the staff lists are actually deployed in the schools.		<table border="1"> <tr> <td>Rwenjeru P/S</td> <td>8</td> <td>8</td> </tr> <tr> <td>St Aloysius P/S</td> <td>26</td> <td>26</td> </tr> <tr> <td>Bishop Stuart P/S</td> <td>16</td> <td>16</td> </tr> <tr> <td>Mbarara Mixed P/S</td> <td>15</td> <td>15</td> </tr> <tr> <td>Mbarara Municipal P/S</td> <td>64</td> <td>64</td> </tr> </table> <p>Since some schools had less teachers than required, the score is zero.</p>	Rwenjeru P/S	8	8	St Aloysius P/S	26	26	Bishop Stuart P/S	16	16	Mbarara Mixed P/S	15	15	Mbarara Municipal P/S	64	64
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	2.	Municipal LG has substantively recruited all primary school teachers where there is a wage bill provision <b>(Maximum 6 points)</b>	<ul style="list-style-type: none"> <li>Evidence that the Municipal LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> <li>If 100% - <b>score 6 points</b></li> <li>If 80 - 99% - <b>score 3 points</b></li> <li>If below 80% - <b>score 0</b></li> </ul> </li> </ul>	<p>From the Municipal LG Performance Contract:</p> <ul style="list-style-type: none"> <li>Check the Municipal LG approved structure</li> <li>Check wage bill provision</li> <li>Positions filled.</li> </ul> <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>	<b>6</b>	<p>From the performance contract, we reviewed the wage bill provision of Ushs. 4,837,271,891.</p> <p>The number of teacher budgeted for in FY 2018/19 was 744. The number of existing teachers was 748. Therefore 100%+ of the staff structure was filled.</p>															
	3.	Municipal LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision. <b>(Maximum 6 points)</b>	<ul style="list-style-type: none"> <li>Evidence that the Municipal LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision - <b>score 6 points</b></li> </ul>	<p>From the Municipal LG Performance Contract:</p> <ul style="list-style-type: none"> <li>Check the Municipal LG approved structure</li> <li>Positions filled.</li> </ul>	<b>6</b>	<p>We reviewed the approved structure for the municipal LG which provides for 2 positions of inspectors of schools (one senior inspector and one inspector of schools).</p> <p>There are currently 2 inspectors of schools, and one has been recommended for senior inspector of schools.</p>															

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	4.	The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY (2018/19). <b>(Maximum 4 points)</b>	Evidence that the Municipal LG Education department has submitted a recruitment plan to HRM for the current FY (2018/19) to fill positions of: <ul style="list-style-type: none"> <li>Primary Teachers - <b>score 2 points</b></li> <li>School Inspectors - <b>score 2 points</b></li> </ul>	From the Municipal LG Performance Contract: <ul style="list-style-type: none"> <li>Review the recruitment plan to determine whether the vacant positions of teachers and inspectors have been included.</li> </ul>	<b>2</b>	We obtained and reviewed the recruitment plan for 2018/19. <b>Primary Teachers</b> <ul style="list-style-type: none"> <li>The recruitment plan for 2018/2019 included vacancies for 27 head teachers, 21 deputy head teachers.</li> <li>We noted that some schools were being headed by care-taking deputy headteachers (not yet substantively appointed).</li> </ul> <b>School Inspectors</b> <ul style="list-style-type: none"> <li>There was no need to include inspectors on the recruitment plan since both positions as per the staff structure were filled.</li> </ul>						
	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). <b>(Maximum 6 points)</b>	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"> <li>100% school inspectors - <b>score 3 points</b></li> <li>Primary school head teachers ✓ 90 - 100% - <b>score 3 points</b></li> <li>✓ 70% and 89% -</li> </ul>	From the Municipal HR department obtain and review: <ul style="list-style-type: none"> <li>Personnel files for school inspectors and a sample of head teachers to determine whether they were appraised during the previous FY (2017/18).</li> </ul>	<b>3</b>	We obtained and reviewed the personnel files for the two inspectors of schools and 4 head teachers of the sampled schools. The personnel file for the head teacher of Rwenjeru P/S was not availed for review. <b>Inspectors of schools</b> Both inspectors of schools were appraised for the FY 2017/18. <b>Primary school head teachers</b> Out of the 5 schools samples, 3 teachers had been appraised (60%) for the calendar year 2017.						
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<b>(B) Monitoring and inspection</b> <i>(Maximum 35 points)</i>	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 <i>(Maximum 3 points)</i>	<p>✓ <b>score 2 points</b> Below 70% - <b>score 0</b></p> <p>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 - <b>score 1 point</b></p>	<ul style="list-style-type: none"> <li>From MoES obtain guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to schools</li> <li>From the MEO obtain evidence that s/he communicated guidelines, policies, circulars to schools.</li> <li>From the sampled schools, check whether the guidelines, policies, circulars were received.</li> <li>From the MEO obtain and/or review minutes of the meetings with Head Teachers</li> </ul>	<b>0</b>	<table border="1"> <tr> <td>Bishop Stuart P/S</td> <td>Mbakureba</td> <td>Yes</td> </tr> <tr> <td>Mbarara Mixed P/S</td> <td>Jenkins Atuhurira</td> <td>No</td> </tr> <tr> <td>Mbarara Municipal P/S</td> <td>Naabasa Esther Tisasira</td> <td>No</td> </tr> <tr> <td>Rwenjeru P/S</td> <td>Kananura Martin Baregire</td> <td>Yes</td> </tr> <tr> <td></td> <td>Personnel file was not availed for review.</td> <td></td> </tr> </table>	Bishop Stuart P/S	Mbakureba	Yes	Mbarara Mixed P/S	Jenkins Atuhurira	No	Mbarara Municipal P/S	Naabasa Esther Tisasira	No	Rwenjeru P/S	Kananura Martin Baregire	Yes		Personnel file was not availed for review.	
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			<ul style="list-style-type: none"> <li>Evidence that the Municipal LG Education department has held meetings with primary school head teachers and among others explained and</li> </ul>		<b>0</b>	<p>There was no evidence that the Municipal LG Education department communicated all guidelines, policies, circulars issued by the national level in the previous FY (2017/18) to schools.</p> <p>None of the guidelines issued by the national level in 2017/18 was found at the sampled schools.</p> <p>Minutes of education department meetings with the head teachers held on 1<sup>st</sup> October 2017, 31<sup>st</sup> August 2017 and 9<sup>th</sup> March 2018 were obtained and reviewed.</p> <ul style="list-style-type: none"> <li>The minutes did not provide evidence of explanation of the guidelines to the teachers during the meeting.</li> </ul>															



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			sensitised on the guidelines, policies, circulars issued by the national level - <b>score 2 points</b>			<ul style="list-style-type: none"> <li>Evidence was not provided from MEO who claimed to have used radio broadcast to sensitise the public about Feeding of pupils.</li> </ul>
	7.	The Municipal LG Education Department has effectively inspected all registered schools <b>(Maximum 12 points)</b>	<ul style="list-style-type: none"> <li>Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>✓ 100% - <b>score 12</b></li> <li>✓ 90 to 99% - <b>score 10</b></li> <li>✓ 80 to 89% - <b>score 8</b></li> <li>✓ 70 to 79% - <b>score 6</b></li> <li>✓ 60 to 69% - <b>score 3</b></li> <li>✓ 50 to 59 % - <b>score 1</b></li> <li>✓ Below 50% - <b>score 0</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>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"> <li>From sampled school verify the number of times they were inspected during the previous FY (2017/18)</li> </ul> </li> </ul>	<b>0</b>	<p>A sample of 5 public schools and 5 private schools was randomly selected.</p> <p>Only Quarter1 (second term 2017) and Quarter3 (first term 2018) inspection reports for the FY 2017/18 were availed for review.</p> <p>Since Quarter2 (third term 2017) inspection reports was not availed for review, there was no evidence that all licenced or registered schools had been inspected at least once per term and reports produced. And so the score is zero.</p>
	8.	Municipal LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations <b>(Maximum 10 points)</b>	<ul style="list-style-type: none"> <li>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) - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	<b>0</b>	Minutes of the education departmental meetings were not availed for review and so we could not ascertain whether Inspection reports were discussed in the meetings.

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
			<ul style="list-style-type: none"> <li>Evidence that the Municipal LG Education department has submitted school inspection reports to the DES in the Ministry of Education and Sports (MoES) - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the DES obtain and review a list of LGs that have submitted school inspection reports</li> <li>From the MEO check whether the MEO has letter of acknowledgement from DES</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>From the DES, we obtained and reviewed a list of LGs that had submitted school inspection reports. It was noted that the Mbarara MLG had not submitted inspection reports to the DES.</li> <li>At the MLG, there was no letter from the DES acknowledging receipt of inspection reports.</li> </ul> <p>Based on the above, there was no evidence that the Municipal LG Education department submitted school inspection reports to the DES in the Ministry of Education and Sports (MoES).</p>
			<ul style="list-style-type: none"> <li>Evidence that the inspection recommendations are followed-up - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the sampled schools, determine whether the education department provided recommendations from the inspection reports and followed-up.</li> </ul>	<b>0</b>	<p>There was no evidence that the inspection recommendations were followed-up.</p>
	9.	The Municipal LG Education department has submitted accurate/consistent reports/ date for school lists and enrolment as per formats provided by MoES <b>(Maximum 10 points)</b>	<ul style="list-style-type: none"> <li>Evidence that the Municipal LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>✓ List of schools which are consistent with both EMIS reports and Programme Budgeting System - <b>score 5 points</b></li> </ul> </li> <li>Evidence that the Municipal LG has</li> </ul>	<ul style="list-style-type: none"> <li>From MoES obtain and review EMIS reports for the current FY (2018/19)</li> <li>Obtain and review the performance contract for the current FY (2018/19)</li> <li>Check whether the list of schools submitted are consistent/similar.</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>We obtained and reviewed a copy of School lists from the performance contract for 2018/2019. The total number of schools was 62.</li> <li>From the MoES, the EMIS reports were not availed for review.</li> </ul> <p>Based on the above we were unable to ascertain the level of consistency of information submitted in PBS and the EMIS reports.</p>
			<ul style="list-style-type: none"> <li>Evidence that the Municipal LG has</li> </ul>	<ul style="list-style-type: none"> <li>From MoES obtain and review EMIS</li> </ul>	<b>0</b>	<p>We obtained and reviewed the enrolment data from the performance contract for 2018/19. The number</p>

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<b>(C) Governance, oversight, transparency and accountability (Maximum 12 points)</b>	10.	The Municipal LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council <b>(Maximum 4 points)</b>	<ul style="list-style-type: none"> <li>submitted accurate/consistent data:               <ul style="list-style-type: none"> <li>✓ Enrolment data for all schools which is consistent with EMIS report and PBS - <b>score 5 points</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>reports for the current FY (2018/19)               <ul style="list-style-type: none"> <li>Obtain and review the performance contract for the current FY (2018/19)</li> <li>Check whether the enrolment levels are consistent/similar.</li> </ul> </li> </ul>		<p>of pupils enrolled in UPE schools was 28,450. From the MoES, the EMIS reports were not availed for review.</p> <p>Based on the above we were unable to ascertain the level of consistency of information submitted in PBS and the EMIS reports.</p>
			<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY (2017/18) - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the Clerk to Council obtain and review education sector standing committee meeting minutes – check if the Council has approved the sector implementation plan and discussions by the standing committee</li> <li>MEO's reports to the committee</li> </ul>	2	<ul style="list-style-type: none"> <li>Minutes of committee meeting of 22<sup>nd</sup> November 2017 indicate that the committee discussed SMC membership</li> </ul>
			<ul style="list-style-type: none"> <li>Evidence that the education sector committee has presented issues that requires approval to Council - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the Clerk to Council obtain and review minutes to check if education issues have been presented to the Council.</li> </ul>	2	<p>The council minutes were reviewed. The key education issues discussed in each meeting were as follows;</p> <ul style="list-style-type: none"> <li>Minutes of council meeting of 8<sup>th</sup> November 2017 indicate that council had no key education issues discussed in Council</li> <li>Minutes of council meeting of 5<sup>th</sup> September 2017 indicate that council received and deliberated on outstanding challenges in UPE</li> </ul>

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						<ul style="list-style-type: none"> <li>• schools,</li> <li>• Minutes of council meeting of 27<sup>th</sup> February 2018 – indicate that council received and deliberated on academic performance 2017</li> <li>• Minutes of council meeting of 27<sup>th</sup> March 2018 indicate that council received and deliberated on laying of the budget,</li> <li>• Minutes of council meeting of 29<sup>th</sup> May 2018 – indicate that council received and deliberated on approval of the budget FY 2018/19</li> </ul>

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	11.	Primary schools in a Municipal LG have functional SMCs <b>(Maximum 5 points)</b>	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"> <li>100% schools: <b>score 5</b></li> <li>80 to 99% schools: <b>score 3</b></li> <li>Below 80% schools: <b>score 0</b></li> </ul>	<ul style="list-style-type: none"> <li>Check files from MEO if head teachers have submitted reports to SMCs and minutes of SMCs (check the entire list and sample 5 reports)</li> <li>Study files from 5 randomly sampled primary schools to confirm whether they have SMCs and review whether they have held 3 mandatory meetings</li> </ul>	<b>3</b>	<p>SMC minutes of the 5 sampled schools were reviewed.</p> <p>4 out of 5 schools (80%) had the mandatory 3 SMC meetings. Only Aloysius P/S had 2 meetings.</p> <table border="1"> <thead> <tr> <th>School</th> <th>Date of SMC meeting</th> </tr> </thead> <tbody> <tr> <td>St Aloysius</td> <td>8<sup>th</sup> February 2018</td> </tr> <tr> <td></td> <td>3<sup>rd</sup> October 2017</td> </tr> <tr> <td>Bishop Stuart P/S</td> <td>20<sup>th</sup> November 2017</td> </tr> <tr> <td></td> <td>20<sup>th</sup> October 2017</td> </tr> <tr> <td></td> <td>26<sup>th</sup> April 2018</td> </tr> <tr> <td>Rwenjeru P/S</td> <td>20<sup>th</sup> May 2018</td> </tr> <tr> <td></td> <td>13<sup>th</sup> July 2017</td> </tr> <tr> <td></td> <td>17<sup>th</sup> October 2017</td> </tr> <tr> <td></td> <td>23<sup>rd</sup> January 2018</td> </tr> <tr> <td>Mbarara Mixed P/S</td> <td>31<sup>st</sup> January 2018</td> </tr> <tr> <td></td> <td>15<sup>th</sup> September 2017</td> </tr> <tr> <td></td> <td>22<sup>nd</sup> June 2017</td> </tr> <tr> <td>Mbarara Municipal P/S</td> <td>19<sup>th</sup> April 2018</td> </tr> <tr> <td></td> <td>21<sup>st</sup> December 2017</td> </tr> <tr> <td></td> <td>19<sup>th</sup> November 2017</td> </tr> <tr> <td></td> <td>22<sup>nd</sup> August 2017</td> </tr> </tbody> </table>	School	Date of SMC meeting	St Aloysius	8 <sup>th</sup> February 2018		3 <sup>rd</sup> October 2017	Bishop Stuart P/S	20 <sup>th</sup> November 2017		20 <sup>th</sup> October 2017		26 <sup>th</sup> April 2018	Rwenjeru P/S	20 <sup>th</sup> May 2018		13 <sup>th</sup> July 2017		17 <sup>th</sup> October 2017		23 <sup>rd</sup> January 2018	Mbarara Mixed P/S	31 <sup>st</sup> January 2018		15 <sup>th</sup> September 2017		22 <sup>nd</sup> June 2017	Mbarara Municipal P/S	19 <sup>th</sup> April 2018		21 <sup>st</sup> December 2017		19 <sup>th</sup> November 2017		22 <sup>nd</sup> August 2017
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	12.	The Municipal LG has publicised all schools receiving non-wage recurrent grants <b>(Maximum 3 points)</b>	<ul style="list-style-type: none"> <li>Evidence that the Municipal LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards</li> </ul>	<ul style="list-style-type: none"> <li>Check the Municipal notice boards to establish if the Education department publicised all schools receiving non-wage recurrent grants for</li> </ul>	<b>0</b>	<p>The Municipal LG public notice boards did not have a list of all schools receiving non-wage recurrent grants displayed.</p> <p>4 out of 5 sampled schools had the UPE funds tracked on a chart in the head teacher's office. Only Bishop Stuart P/S had not displayed the UPE funds.</p>																																		

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<b>(D) Procurement and contract management</b> <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>	<p><b>- score 3 points</b></p> <ul style="list-style-type: none"> <li>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 - <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>public viewing</li> <li>Check a sample of schools for postings of non-wage recurrent grants</li> <li>From the Municipal Education Officer (MEO) obtain and review submission to Procurement Unit;</li> <li>From DPU crosscheck submission from MEO</li> </ul>	<b>0</b>	<ul style="list-style-type: none"> <li>Education Department Procurement Plan prepared by Tumwebaze Francis, Municipal Education Officer and was submitted to Procurement and Disposal Unit (PDU) on 12<sup>th</sup> September 2018; which is after the due date of 30<sup>th</sup> April 2018.</li> </ul> <p>The approved sector annual work plan and submitted procurement plan had the following Education sector investment items incorporated therein as submitted to PDU; construction of a classroom at Rwebihuro P/S, Rwarire P/S, Nyamivaga P/S, Rukindo P/S, Karama P/S and Rwobuyenje P/S.</p>
	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"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: <b>score 3 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the CFO obtain a sample of contracts, review and determine whether payment requests were certified and recommended on time</li> </ul>	<b>3</b>	<p>We reviewed the certification and payments in respect of works/supplies to verify whether certification of completed works/supplies was within 28 days and payment made to the contractor/supplier within 30 days of issuance of certificate;</p> <p><b>Construction of 5 stance lined pit-latrine at Bugashe II Primary School by Asiba Consult Limited:</b></p> <ul style="list-style-type: none"> <li>The request for payment by Asiba Consult Limited was certified and recommended for payment on time.</li> <li>The contractor completed works on 7<sup>th</sup> June 2018. The Assistant Engineering prepared</li> </ul>

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
<b>(E) Financial management and Reporting</b> <i>(Maximum 8 points)</i>	15	The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit <i>(Maximum 4 points)</i>	<ul style="list-style-type: none"> <li>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 15<sup>th</sup> July for consolidation: <b>score 4 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the Planning Unit, obtain and review performance report files</li> <li>From the MEO check annual and quarterly reports for the previous FY (2017/18)</li> </ul>	<b>4</b>	<ul style="list-style-type: none"> <li>Interim certificate No. 1 which was certified by the Principal Executive Engineering on 12<sup>th</sup> June 2018.</li> <li>The payment request worth USHS. 22,415,365 was recommended for payment by Principal Education Officer on 15<sup>th</sup> June 2018.</li> <li><b>Construction of classroom block with offices at Karama Primary School Phase III by Cream General and Technical Services Limited</b></li> <li>The payment request by Cream General and Technical Services Limited was certified and recommended for payment on time.</li> <li>The contractor completed works on 5<sup>th</sup> June 2018. The Assistant Engineering prepared Interim certificate No. 1 which was certified by the Principal Executive Engineering on 11<sup>th</sup> June 2018.</li> <li>The payment request worth USHS. 296,682,090 was recommended for payment by Principal Education Officer on 12<sup>th</sup> June 2018.</li> <li>For the FY 2017/18, the Planning unit was using PBS. The departmental head for education had access to PBS and input their departmental figures after which the Planner would receive an email notification from the PBS system though there was no evidence of submission.</li> <li>However, we noted that all the quarterly performance reports included input from the education department and Mbarara MLG annual performance report for the FY 2017/18 was submitted to MoFPED on 13<sup>th</sup> August 2018 before the deadline of 30<sup>th</sup> August 2018</li> </ul>

Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings															
	16	LG Education has acted on Internal Audit recommendations (if any) <b>(Maximum 4 points)</b>	<ul style="list-style-type: none"> <li>▪ 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)</li> <li>✓ If sector has no audit query - <b>score 4 points</b></li> <li>✓ 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) - <b>score 2 points</b></li> <li>✓ If all queries are not responded to - <b>score 0</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ From the Internal Auditor obtain copies of sector audit reports from the internal audit and Management responses for the previous FY (2017/18)</li> </ul>	<b>0</b>	<p>At the time of our review, the MLG had produced the draft 2<sup>nd</sup> and 1<sup>st</sup> quarter reports for the FY 2017/18.</p> <table border="1"> <thead> <tr> <th>QUARTERS</th> <th>ISSUES</th> <th>RESPONSES</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>No issues</td> <td></td> </tr> <tr> <td>2</td> <td>Unfilled staff gaps</td> <td>No action</td> </tr> <tr> <td>3</td> <td>Not yet prepared</td> <td></td> </tr> <tr> <td>4</td> <td>Not yet prepared</td> <td></td> </tr> </tbody> </table> <p>The Education department did not prepare and submit actions on issues raised by the internal auditor in quarter 2 hence the score <b>zero</b>.</p>	QUARTERS	ISSUES	RESPONSES	1	No issues		2	Unfilled staff gaps	No action	3	Not yet prepared		4	Not yet prepared	
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1	No issues																				
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Performance Area	No	Performance Measures	Scoring guide	Assessment Procedure	Score	Detailed assessment findings
<b>(F) Social and environment safeguards</b> <i>(Maximum 8 points)</i>	17	LG Education Department has disseminated and promoted adherence to gender guidelines <i>(Maximum 5 points)</i>	<ul style="list-style-type: none"> <li>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.... <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the Municipal Education Officer (MEO) obtain evidence on dissemination of sanitation guidelines and awareness raising on how to manage sanitation for girls and PWDs in primary schools</li> </ul>	<b>0</b>	There was no evidence to show that guidelines were disseminated during workshops held between the Municipal education department and the School head teachers.
			<ul style="list-style-type: none"> <li>Evidence that the 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 - <b>score 2 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From the sampled schools, check whether the SMC meets the guideline on gender composition</li> </ul>	<b>1</b>	
			<ul style="list-style-type: none"> <li>Evidence that the School Management Committee meet the guideline on gender composition - <b>score 1 point</b></li> </ul>			The School Management Committees for the sampled schools were duly composed with at least 2 females, following the guidelines in the Education (pre-primary, primary and Post Primary) Act, 2008

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 <b>(Maximum 3 points)</b>	<ul style="list-style-type: none"> <li>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.): <b>score 3 points</b></li> </ul>	<ul style="list-style-type: none"> <li>From MEO obtain and review: <ul style="list-style-type: none"> <li>✓ Circulars to schools</li> <li>✓ Minutes of meetings with teachers</li> <li>✓ Sample of schools</li> <li>✓ Inspection reports to schools</li> </ul> </li> <li>From the Environmental officer obtain and review: <ul style="list-style-type: none"> <li>Filled screening forms to ascertain whether screening was done and whether risks mitigation plans were developed.</li> </ul> </li> <li>From the Environmental officer and CDO obtain and review: <ul style="list-style-type: none"> <li>Site visit reports to establish whether they checked compliance to the risk mitigation plans</li> </ul> </li> </ul>	<b>3</b>	Several meetings were held in which the guidelines were disseminated  There were also circulars on file at the education officer's office communicating environmental management activities to schools.  From the sampled schools, it was established that the schools are actively involved in environmental management activities which included tree planting.
<b>Total</b>					<b>37</b>	