



## Local Government Performance Assessment

Bugiri Municipal Council

(Vote Code: 795)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	65%
Educational Performance Measures	64%
Health Performance Measures	82%
Water Performance Measures	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and:               <ul style="list-style-type: none"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<ul style="list-style-type: none"> <li>• The Municipal Council submitted an Annual Performance Contract to MoFED on August 1, 2018</li> </ul> <p>(Waiver done by MoFPED from June 30th to 1st August this year)</p>	<b>Yes</b>
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory of LG budget submissions, check whether:               <ul style="list-style-type: none"> <li>o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Budget in the final submission of the performance contract done on August 1, 2018 to the MoFED included the Procurement Plan. (Waiver done by MoFPED from June 30th to 1st August this year)</li> </ul>	<b>Yes</b>
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<ul style="list-style-type: none"> <li>• The LG submitted Annual Performance Report for the previous FY 2017/18, on September 2nd 2018. (not as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</li> </ul>	<p>No</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<ul style="list-style-type: none"> <li>• The LG submitted the quarterly budget performance report for all the four quarters: Not all quarters were submitted in time as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015</li> </ul> <p>Q1 report submitted 17th /01/2018</p> <p>Q2 report submitted 29th /03/2018</p> <p>Q3 report submitted 30th/05/2018</p> <p>Q4 report submitted 02nd/09/2018</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> <li>• If LG submitted a 'Response' (and provide details), then it is compliant</li> <li>• If LG did not submit a 'response', then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>The MC submitted a Status of implementation of Internal Auditor General and Auditor General's findings to the PS/ST as evidenced below;</p> <p><i>Internal Auditor General's Report</i></p> <p>The Internal Auditor General's report Ref: IAA 50/260/01 dated 25 October 2017 raised Audit findings. The MC submitted responses to the findings of the Internal Auditor General's findings FY 2016/17 in a report dated 02 April 2018 Ref: BMC/209/2 received by the Directorate of Internal Audit (MoFPED) on 11 April 2018.</p> <p>The PS/ST sent an additional query to the MC and they responded in a report dated 11 April 2018 Ref: II A 50/260/01 addressed to Public Accounts committee.</p> <p><i>Auditor General's Report</i></p> <p>The Auditor General's report for FY 2016/17 Ref: IIA 50/260/01 dated 30 Jan 2018 raised 3 issues and all were responded to in a report dated 15 March 2018 Ref: LG/P.107 received by MoFPED and PS/ST secretary on 23 March 2018.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The LG had an unqualified audit opinion as per AG's Report.</p> <p>(Source: Report of the Auditor General to Parliament for FY ended 30 June 2018; Annexure IV; 4.2)</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>The MC has a committee in place, appointed by the Town Clerk (TC) and it includes: TC as Chairperson, Senior Physical Planner as secretary, Members are: Municipal Engineer, Senior Health Inspector, District Environment Officer and Senior assistant TCs from 2 Divisions (co-opted members); all these have letters of appointment to the committee dated December 8th, 2017, ref; BMC/156/1, signed by</p> <p>F. Katunda Mukuru, Town Clerk.</p> <p>The committee considers applications for new investments but not in 28 days strictly. Committee minutes of various sittings that were availed were checked as below shows:</p> <p>22nd/05/ 2018, 29th /01/2018, 25th /08/2017 and 09th /08/2017</p> <ul style="list-style-type: none"> <li>• Standard Junior School- Eastern Division</li> </ul> <p>Submitted on 22/01/18</p> <p>Approved on 25/01/2018</p> <ul style="list-style-type: none"> <li>• .New Hope Primary School- Eastern Division.</li> </ul> <p>Submitted 22/01/2018 an</p> <p>Approved on 25/01/18</p> <ul style="list-style-type: none"> <li>• Nyende Junior School- Eastern Division</li> <li>• Submitted 29//03/18 ( differed in April)</li> <li>• Approved on 22nd /05/2018 among others.</li> <li>• Alstiquma International Nursery School.</li> <li>• Submitted on 29th/ 03/2018 (differed in April)</li> <li>• Approved on 22nd/05/2018</li> </ul> <p>committee considers new applications with the stipulated time of 30 days</p>	<p>1</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>The MLG did not submit the 4 sets of minutes of Physical Planning Committee to the MLHUD last FY 2011/18.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>Bugiri MC has no Physical Development Plan (previous physical Development plan for former Bugiri of TC expired), thus no infrastructure investments can be consistent with Physical development which is not in place. Hence no plans have been approved following the Physical Plan developed by the MC. The committee approves and controls physical developments in the Divisions as per Part V, section 40 of the Physical Planning Act 2010 sub section (1, 2, 3)</p>	<p>0</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>The MC did not prepared Action Area Plan for the previous FY, the LG has no Physical Plan and (note; action area plans are not developed annually)</p>	<p>0</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<p>The Municipal Council held a Budget Conference on 21st /11/2017. The Report highlights priorities for all sectors and the AWP draws from Budget Conference Report (BCR) as shown below;</p> <p>Education Department</p> <ul style="list-style-type: none"> <li>• Purchase of 02 computer laptops the department BCR page 3 and AWP FY 20118/19 page 53</li> <li>• Construction of 4 class room block at Aljama p/s, BCR page 3, AWP FY 20118/19 page 48</li> <li>• Renovation of Waluwerere p/s Hall , BCR Page 3, AWP FY 20118/19 page 48</li> <li>• Provision of class room furniture , BCR page 3, AWP FY 20118/19 page 47</li> </ul> <p>Health department:</p> <p>Below were the proposed priorities for the FY 2018/19;</p> <ul style="list-style-type: none"> <li>• Construction of maternity OPD at Naluwerere HCII, BCR page 3 AWP FY 2018/19 page 45</li> <li>• Renovation of existing staff houses, BCR page 3 AWP FY 2018/19 page 45</li> <li>• Construction of waste pit at Naluwerere HCII, BCR page 3 AWP FY 2018/19 page 45</li> </ul> <p>Production department:</p>	<p>2</p>

		<ul style="list-style-type: none"> <li>• Collection of Agricultural data, BCR page 3 AWP FY 2018/19 page 37</li> <li>• Renovation of the Municipal abattoir at Ndifakulya BCR page 3 AWP FY 2018/19 page 37.</li> </ul> <p>Planning Unit</p> <ul style="list-style-type: none"> <li>• Procurement of furniture for the Board room, BCR page 3 AWP FY 2018/19 page 77</li> </ul> <p>Works department</p> <ul style="list-style-type: none"> <li>• Construction of drainage channel along major roads BCR page 4, AWP FY 2018/19 page 60</li> <li>• Renovation of pit latrine at Municipal Headquarters BCR page 4, AWP FY 2018/19 page 60</li> </ul> <p>Natural Resource</p> <ul style="list-style-type: none"> <li>• Procurement of a GPS (Global Positioning System) and a total station, BCR page 4 AWP FY 2018/19 page 64</li> <li>• Procurement of a Computer, software and a printer, BCR page 4 AWP FY 2018/19 page 64</li> <li>• Procurement of office furniture, BCR page 4, AWP FY 2018/19 page 64</li> </ul> <p>Community Department</p> <ul style="list-style-type: none"> <li>• Elderly people supported under the Social Action Grant for Elderly (( SAGE) Programme , BCR page 5, AWP FY 2018/19 page 67</li> <li>• 16 Youth groups to supported to implement their proposed projects under the Youth Livelihood, Program ( YLP) BCR page 5 AWP FY 2018/19 page 67</li> </ul>	
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and</p>	<ul style="list-style-type: none"> <li>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was</li> </ul>	<p>The Municipal Council Development Plan (MDP) 2015/16-19/2020 was approved on December 23, 2016 under minute: 014/BMC/NC/2016. The LG derives its capital investment from the Approved 5 Year Development Plan as shown below;</p> <p>Education Department</p> <ul style="list-style-type: none"> <li>• Purchase of 02 computer laptops the department page 217 MDP and AWP FY 20118/19 page 53</li> <li>• Construction of 4 class room block at Aljama p/s, page218 MDP and AWP FY 20118/19 page 48</li> <li>• Renovation of Waluwerere p/s Hall , page218 MDP and AWP FY 20118/19 page 48</li> </ul>	<p>1</p>



budget conferences and have project profiles  
Maximum 5 points on this performance measure.

approved by the Council. Score 1.

- Provision of class room furniture , page 219 MDP and AWP FY 2018/19 page 47

Health Department:

- Construction of maternity OPD at Naluwerere HCII, page MDP and AWP FY 2018/19 page 45; (Council minute 13/08/NCM/2018)

- Renovation of existing staff houses, page 215 MDP and AWP FY 2018/19 page 45

- Construction of waste pit at Naluwerere HCII, page ... MDP and AWP FY 2018/19 page 45 (Council minute 13/08/NCM/2018.)

Production Department:

- Collection of Agricultural data, page 226 MDP and AWP FY 2018/19 page 37

- Renovation of the Municipal abattoir at Ndifakulya page 223 MDP and AWP FY 2018/19 page 37.

Planning Unit

- Procurement of furniture for the Board room, page 209 MDP and AWP FY 2018/19 page 77

Works Department

- Construction of drainage channel along major roads page 222 MDP and AWP FY 2018/19 page 60

- Renovation of pit latrine at Municipal Headquarters page 222 MDP and AWP FY 2018/19 page 60

Natural Resource

- Procurement of a GPS (Global Positioning System) and a total station, page 232 MDP and AWP FY 2018/19 page 64

- Procurement of a Computer, software and a printer, page 232 MDP and AWP FY 2018/19 page 64

- Procurement of office furniture, page 232 MDP and AWP FY 2018/19 page 64

Community department

- Elderly people supported under the Social Action Grant for Elderly (( SAGE) Programme , page 228 MDP and AWP FY 2018/19 page 67

- 16 Youth groups to supported to implement their proposed projects under the Youth Livelihood, Program ( YLP) page 229 MDP and AWP FY 2018/19 page 67

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>Bugiri MC developed project profiles for FY 2017/18 April, 2018; profiles were presented to TPC and discussed in a meeting held on December 14th, 2017. Min.7/DEC./TPC/2017. Presentation and discussion of project profiles for FY 2018/19. The profiles seen are elaborate, for all projects and follow the format; they include work plan, M&amp;E strategy, M&amp;E plan, and EIA and mitigation plan.</p>	<p>2</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>• Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1.</li> </ul>	<p>Bugiri MC with support from Uganda Bureau of Statistics compiled a Statistical Abstract FY 2018/19, dated August, 2017. It included gender disaggregated data: male and female, rural and urban population, disaggregated gender data by Council, district departments and other population segments. The Abstract was presented to TPC meeting on August 30th, 2017 under Min. 05/EXPTPC/2017. (expanded TPC)</p>	<p>1</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul>	<p>From the Annual Budget Performance Report for FY2017/18, all infrastructure projects implemented by Bugiri MC were derived from the AWP and budget approved; examples are captured below:</p> <p>Administration (APR pg 35)</p> <p>Renovated community hall at Naluwerere ward at shs. APR page 35, at shs 15,300,000, AWB page 30</p> <p>Education (APR page 56)</p> <ul style="list-style-type: none"> <li>• Rehabilitated 2 classroom block at Hindocya PS, at shs. 27,342,000. APR page 52 and AWB page 46</li> <li>• Constructed a pit Latrine 4 stances at Hindocya PS at shs. 19,663,000 APR page 52 and AWB page 46</li> </ul> <p>Health 9APR page 51</p> <p>Constructed 3 stance water bone toilet at Ndifakulya market at shs. 25,983,000 AWB page45</p> <p>Roads (APR pg 57)</p> <ul style="list-style-type: none"> <li>• Urban roads maintenance 1.1 km gravelled and 7.9 km maintained at shs 74,275,000, APR pg 57 AWB page 52</li> </ul>	
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<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</li> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul>	<p>From the Annual Budget Performance Report, the investment projects implemented by Bugiri MC were completed as per work plan by end of FY 2017/18.</p> <p>Administration (APR pg 35)</p> <p>Renovated community hall at Naluwerere ward at shs. APR page 35, at shs 15,300,000, AWB page30. Completed as per work plan</p> <p>Education (APR) page 56)</p> <ul style="list-style-type: none"> <li>• Rehabilitated 2 classroom block at Hindocya PS, at shs. 27,342,000. APR page52 and AWB page 46. Completed as per work plan</li> <li>• Constructed a pit Latrine 4 stances at Hindocya PS at shs. 19,663,000 APR page 52 and AWB page 46. Completed as per work plan</li> <li>• Procure computer set 9desk top for the department at shs 3,600,000, APR page52 and AWB page49</li> </ul> <p>Health (APR) page 51</p> <p>Constructed 3 stance water bone toilet at Ndifakulya market at shs. 25,983,000 AWB page 45. Completed as per work plan</p> <p>Roads (APR) page 57</p> <p>Urban roads maintenance 1.1 km graveled and 7.9 km maintained at shs 74,275,000, APR pg 57 and AWB page 52. Completed as per work plan</p>	
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<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>From the Annual Budget Performance Report 2017/18 investment projects were implemented and completed within approved budget ; examples below</p> <p>Administration (APR page35)</p> <p>Budget 16,777,000</p> <p>Actual 15,300,000</p> <p>Administration (APR page 35)</p> <p>Budget 16,777,000</p> <p>Actual 15,300,000</p> <p>Education (APR page 56)</p> <p>Budget 59,450,000</p> <p>Actual 50,605,000</p> <p>Health APR page 51</p> <p>Budget 27,000,000</p> <p>Actual 25,983,000</p> <p>All the investment projects were completed within the approved budget</p>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>LG budgeted for expenditure on O&amp;M for infrastructure</p> <p>Budget 51,777,000 ( budget FY 17/18)</p> <p>Actual 43,872,400 (Final Accounts FY2017/18)</p> <p>84.7%</p>	<p>2</p>
<p>Human Resource Management</p>			

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure.

• Evidence that the LG has filled all HoDs positions substantively: score 3

• The LG has 9 HoDs in its approved structure

Of these 3 are substantively filled

While 3 are in acting positions and 3 are not filled namely;

1. Mr. Mugoya Elliot Samson acting Municipal Engineer
2. Ms. Magala Martha acting Principal Community Development Officer.
3. Ms. Naigaga Lilian acting Principal Commercial Officer

3 positions that have no staff are;

1. Environmental Officer for Natural Resources
2. Medical officer
3. Head Administration

• The details of the filled departments according to the approved LG structure are indicated below:

1. Mr. Were Isaiah senior Education officer head of education was appointed under Min. BDSC 644/2017 dated 10th March 2017
2. Mr. Batambuze Abraham Senior Animal Husbandry Officer head of Production was appointed under min. No. BDSC 191/2015 dated 5th May 2015
3. Mr. Baisi Stephen Principal Treasurer head of Finance was appointed under Min. No. BDSC 645/2017 dated 10th March 2017

33% of the positions of HoDs are substantively filled.

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<ul style="list-style-type: none"> <li>The HoDs filled and in acting positions were appraised as follows; <ol style="list-style-type: none"> <li>Mr. Were Isaiah head of education signed performance agreement and performance report on 2nd July 2017 and 15th July 2018 respectively.</li> <li>Ms. Mugala Martha head of community development signed performance agreement and performance report on 05th July 2017 and 07th July 2018 respectively</li> <li>Mr. Mugoya Samson Eliot head of works signed performance agreement and performance report on 10th July 2017 and 17th July 2018 respectively.</li> <li>Mr. Batambuze Abraham head of Production and Marketing signed performance agreement and performance report on 15th July 2017 and 10th July 2018 respectively</li> <li>Ms. Naigaga Lylian head of community development signed performance agreement and performance report on 03rd July 2017 and 28th June 2018 respectively.</li> <li>Mr. Baisi Stephen head of education signed performance agreement and performance report on 15th July 2017 and 05th July 2018 respectively.</li> </ol> <p>3 positions are not filled and no appraisal could be done</p> </li> </ul>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>Evidence from submission lists and minute extracts of DSC reveal that;</p> <p>Submission of ref. BMC/156/1 dated 09th May 2018 recommended the recruitment of, Education Assistant, Enrolled midwives, Senior Education Assistant, Education Officer.</p> <p>Submission with ref. BMC/156/1 dated 26th Oct 2017 recommended the recruitment of Law enforcement Assistant, Assistant town clerk, Education Officer, Library Attendant, Pool Stenographer, Planner, Librarian, Porter, Head Teachers Education Assistant, Finance Officer, Office Supervisor.</p> <p>All the submissions were considered in the advert made both internally and externally. Internal Advert no. 2 of 2018 and the external advert was in monitor of 24th Nov 2017.</p>	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence from submission ref. BMC/159/1 dated 12th Feb 2018 show that there were 15 members of staff recommended for confirmation. Examples are;</li> </ul> <p>Nakadama Sumaya, Kirya Daniel, Mangeni Ronald, Egaru Simon, Isiko Nathan and Oundol Minicah all education assistants were confirmed under minute BDSC 886/2018.</p> <p>Others are Mugoya Simon works was confirmed under minute BDSC 887/2018</p> <p>Nakibuka Irene physical planner was confirmed under minute BDSC 888/2018.</p> <p>DSC Minute extracts between BDSC 889 AND BDSC 891/2018 were all considered</p>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence from DSC and submission lists show that there were 2 staff recommended for disciplinary action.</li> </ul> <p>Abscondment from duty</p> <p>Submission ref. BMC/156/1 dated 6/6/2018 of Gwanyi Geoffrey education assistant and Maka Ephraim under submission dated 4th June 2018</p> <p>Consideration</p> <p>Letter from DSC Secretary dated 26th June 2018 to town clerk was recommending that the disciplinary action for the two members of staff be considered in the FY 2018/19 since the submission came late when the commission meeting had ended.</p>	<p>1</p>



<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<ul style="list-style-type: none"> <li>Evidence from the recruited staff list ref. BMC/156/1 dated 24th June 2018 show that 18 positions were filled. Out of these 3 staff did not access salary payroll in two months, two had their positions not created on the system and the rest accessed payroll in two months. Examples are; <ol style="list-style-type: none"> <li>Those who did not access payroll in two months are; Makaka Mugoya Yakub was appointed on 3rd April 2018 and accessed July 2018, Gwanyi Geoffrey was appointed on 23rd March 2018 and accessed payroll of June 2018 and Olowo Matthew was appointed on 23rd March 2018 and accessed payroll of June 2018 which gives three months.</li> <li>Those whose positions were not on system are, Nabwire Janet and Mirembe Prossy appointed on 24th May 2018.</li> <li>Examples of those who accessed in two months are, Kwagala Hellen was appointed on 23rd March 2018 and accessed payroll of April 2018, Nekesa Justine was appointed on 23rd March 2018 and accessed payroll of April, Nekesa Catherine was appointed on 23rd March 2018 and accessed payroll of April 2018, Nabirye Monica was appointed on 23rd March 2018 and accessed payroll of April 2018</li> </ol> </li> </ul>	<p>0</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<ul style="list-style-type: none"> <li>Two staff members were retired in FY 2017/18. <ol style="list-style-type: none"> <li>Mary Hasabya Education Assistant was retired on 5th May 2018</li> <li>Tenywa Moses was retired on 5th May 2018</li> </ol> </li> <li>None accessed pension payroll.</li> </ul>	<p>0</p>
<p>Revenue Mobilization</p>			

<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>•• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>• If the increase is from 5% -10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>The MC registered local revenue (OSR) shs 261,282,869 in FY 2017/18 compared to Shs 248,769,000 in FY 2016/17. This indicated an increase in revenue of Shs 12,513,869 hence 5% increase which was below 5%.</p> <p><i>Source (Final Accounts 2016/17 &amp; 2017/18)</i></p>	<p>2</p>
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<p>Budgeted local revenue was Shs 294,059,000 and the actual revenue collected was Shs 261,282,869. 89% of the Budget was realised. Budget realisation was -11% which did not fall in the range of +/- 10%.</p> <p><i>(Source: Budget 2017/18 &amp; draft final accounts 2017/18)</i></p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>The MC remitted a total of Shs 40,979,458 to divisions out of shs 72,396,169 LST that was collected in the FY 2017/2018.</p> <p>This made a percentage of 56.6% of Local revenue remitted to LLGs which was above the 50% threshold for Municipal Councils.</p> <p><i>Source (Trial balance 2017/18 and Final accounts 2017/18)</i></p>	<p>2</p>

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>	<p>Revenue collected in the FY 2016/17 was Shs 248,769,000 and Council expenses for FY 2017/18 amounted to Shs 26,917,500.</p> <p>Council expenditure compared to Revenue collection was 10.8% which was below the threshold of 20%</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<p>Procurement Officer (PO) position was substantially filled as indicated in the appointment letter dated 28th March 2018 (Ref: BMC/165/1) under the District Service Commission (DCS) Minute Number: BDSC 702/2017 signed by the CAO.</p> <p>Assistant Procurement Officer (APO) position was vacant/Not substantially filled since the inception of the Bugiri Municipal Council in year 2016.</p> <p>NOTE:</p> <p>According to the establishment Notice No.3 with Reference PMD/80/80/01 dated 1st July 2017 issued by the Ministry of Public Service (MoPS) signed by the Permanent Secretary and titled Guidelines on Payroll, Wage bill, Pension &amp; Gratuity management. Sub Section 2.34 on page 3 was on critical positions to be filled. It states that during FY 2017/18, where wage permits, priority for recruitment should be given to the following; (a) HoDs, Human Resource Officers, (c) Agricultural Extension staff, Health workers and Parish chiefs/Town Agents.</p>	<p>0</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	<p>Technical Evaluation Committee (TEC) produced and submitted reports to the Contracts Committee (CC). For example;</p> <ol style="list-style-type: none"> <li>TEC report dated 16th November 2017 under Min/TEC/05/2017 recommended M/S Muza General Enterprises Ltd for the Construction of a 4 Stance Lined Pit Latrine and Urinal at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00001) at a cost of UGX 20,698,066 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</li> <li>TEC report dated 16th November 2017 under Min/TEC/05/2017 recommended M/S Wangi General Enterprises (U) Ltd for the Rehabilitation of a 2 classroom Block at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00002) at a cost of UGX 35,000,000 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</li> </ol>	<p>1</p>

		<p>3. TEC report dated 15th November 2017 under Min/TEC/05/2017 recommended M/S FB Engineering (U) Ltd for the Procurement for supply of 4 Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) Lot 2 at a cost of UGX 18,000,000 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</p> <p>4. TEC report dated 15th November 2017 Min/TEC/05/2017 under recommended M/S FB Engineering (U) Ltd for the Procurement for supply of 4 Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) Lot 1 at a cost of UGX 18,000,000 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</p> <p>5. TEC report dated 16th November 2017 under Min/TEC/05/2017 recommended M/S Nkabi Investments Ltd for the Procurement for Construction of 3 stance waterborne toilet and urinal at Ndifakulya market in Western Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00004) at a cost of UGX 27,000,000 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</p> <p>6. TEC report dated 16th November 2017 under Min/TEC/05/2017, recommended M/S Nkabi Investments Ltd for the Procurement of Completion for Renovation Works for of Naluwerere Community Hall in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00034) at a cost of UGX 17,000,059 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</p> <p>7. TEC report dated 25th April 2018 under Min/TEC/05/2017 recommended M/S M&amp;N Dealers in Auto spare Parts Ltd for the Construction of a Soak Pit in Western Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00035) at a cost of UGX 3,400,111 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</p> <p>8. TEC report dated 25th April 2018 under Min/TEC/05/2017, recommended M/S Luka Consortium Ltd Construction of a Zero Grazing Unit &amp; Crush at Busanzi Cell, Bwole Ward in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00036) at a cost of UGX 3,950,000 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</p>	
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations:</li> </ul>	<p>Contracts Committee (CC) considered recommendations of the TEC. For example,</p> <ul style="list-style-type: none"> <li>• Under CC Min/BMC/04(i)/2017 during the sitting of 22nd November 2017 the CC approved the recommendations of TEC for the Construction of a 4 Stance Lined Pit Latrine and Urinal at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00001) at a cost of UGX 20,698,066 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</li> <li>• Under CC Min/BMC/04(ii)/2017 during the sitting of 22nd November 2017 the CC approved the recommendations of</li> </ul>	<p>1</p>

score 1		<p>TEC and awarded the contract to M/S Wangi General Enterprises (U) Ltd for the Rehabilitation of a 2 classroom Block at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00002) at a cost of UGX 35,000,000 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</p> <ul style="list-style-type: none"> <li>• Under CC Min/BMC/04(iv)/2017 during the sitting of 22nd November 2017 the CC approved the recommendations of TEC and awarded the contract to M/S FB Engineering (U) Ltd for the Procurement for supply of 4 Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) Lot 2 at a cost of UGX 18,000,000 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</li> <li>• Under CC Min/BMC/04(iii)/2017 during the sitting of 22nd November 2017 the CC approved the recommendations of TEC and awarded the contract to M/S FB Engineering (U) Ltd for the Procurement for supply of 2 Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) Lot 1 at a cost of UGX 10,500,000 but was negotiated to 9,000,000 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</li> <li>• Under CC Min/BMC/05(i)/2017 during the sitting of 27th April 2018 the CC approved the recommendations of TEC and awarded the contract to M/S M&amp;N Dealers in Auto spare Parts Ltd for the Construction of a Soak Pit in Western Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00035) at a cost of UGX 3,400,111 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</li> <li>• Under CC Min/BMC/04(i)/2017 during the sitting of 22nd November 2017 the CC approved the recommendations of TEC and awarded the contract to M/S Nkabi Investments Ltd for the Procurement of Completion for Renovation Works for of Naluwerere Community Hall in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00034) at a cost of UGX 17,000,059 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</li> <li>• Under CC Min/BMC/04(iv)/2017 during the sitting of 27th April 2018 the CC approved the recommendations of TEC and awarded the contract to M/S Luka Consortium Ltd Construction of a Zero Grazing Unit &amp; Crush at Busanzi Cell, Bwole Ward in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00036) at a cost of UGX 3,950,000 inclusive of 18% VAT &amp; 6% WHT funded under Agriculture Extension Grant.</li> </ul>	
The LG has a comprehensive Procurement and Disposal Plan covering infrastructure	<ul style="list-style-type: none"> <li>• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure</li> </ul>	The current approved Procurement plan for FY 2018/19 which was submitted to PPDA in a letter dated 28th August 2018 signed and stamped by the Town Clerk and bears a receipt stamp of PPDA dated 31st August 2018 covered cover all major investments/ infrastructure projects in the current approved AWP/B for FY 2018/19. For examples , the	2

activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for

the previous FY: score 2

following infrastructure projects listed below were included:

- i. Renovation of Waluwerere P/S main Hall estimated at UGX 19,082,820 under DDEG/Conditional Grant.
- ii. Procurement of Access Culverts estimated at UGX 3,000,000 under Local revenue (LR).
- iii. Construction of Maternity Ward estimated at UGX 100,000,000 under Sector Development Grand (SDG).
- iv. Construction of a placement pit & Waste pit estimated at UGX 1,500,000 under SDG.
- v. Renovation of staff house & partitioning of community centre estimated at UGX 10,843,939 under SDG.
- vi. Construction and installation of 4 classroom block with 2 lightening arresters at AL-JAMA P/S estimated at 170,000,000 which was changed to Construction classrooms at AL-JAMA P/S estimated 75,000,000 under Conditional Grant.

In addition, the Bugiri MC made procurements in FY2017/18 as per plan (adhered to the procurement plan) for FY 2017/18. Procurement plan for FY 2017/18 was signed and stamped by the Town Clerk and submitted to PPDA in a letter dated 3rd April 2018 and bears a receipt stamp of PPDA dated 4th April 2018.

The 5 sampled completed projects were included in the procurement plan for FY 2017/18 and the AWP 2017/18.

1. Construction of a 4 Stance Lined Pit Latrine and Urinal at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00001) at a cost of UGX 20,698,066 inclusive of 18% VAT & 6% WHT funded under DDEG. In AWP 2017/18 it is on page 46. Phased construction of 5 stance at Hindocha P/S estimated at UGX 20,850,000.

2. Rehabilitation of a 2 classroom Block at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00002) at a cost of UGX 35,000,000 inclusive of 18% VAT & 6% WHT funded under DDEG. In AWP 2017/18 it is on page 46. Phased Enhance learning environment for pupils through rehabilitation of a 2 classroom block at Hindocha P/S estimated at UGX 35,000,000.

3. Procurement for supply of 6 Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) Lot 2 (with 6 lights) and Lot 1 (with 2 lights) at a total cost of UGX 18,000,000 inclusive of 18% VAT & 6% WHT funded under DDEG. It was on page 12 of AWP 2018/19 Output 048380: Street lighting facilities constructed estimated at UGX 18,839,000.

4. Construction of 3 stance waterborne toilet and urinal at Ndifakulya market in Western Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00004) at a cost of

UGX 27,000,000 inclusive of 18% VAT & 6% WHT funded under DDEG. Sanitation & Hygiene of Ndifakulya market improved through construction of a 5 stance pit latrine estimated UGX 27,000,000.

5. Procurement of Completion for Renovation Works for of Naluwerere Community Hall in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00034) at a cost of UGX 17,000,059 inclusive of 18% VAT & 6% WHT funded under DDEG. It was on page 30 of AWP 2017/18 under output of Administrative Capital estimated at UGX 16,777,000.

6. Construction of a Zero Grazing Unit & Crush at Busanzi Cell, Bwole Ward in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00036) at a cost of UGX 3,950,000 inclusive of 18% VAT & 6% WHT funded under DDEG. Not in AWP 2017/18 because it was a supplementary grant for agriculture.

Roads & Engineering:

7. Routinely maintain the following road networks: Busanzi Road (1.2km), Kawune Wakholi road (2.8km), Bukooli Road (0.3km); Market street (1.6km); Kyakulaga road (1.2km); Lyavala road (0.9km);Katawo road (1.5km); and Trikundas road (2km).

8. Periodic Maintenance of of the following road networks: Busoga Avenue (0.5km); Bukooli College Avenue (0.5km); (Aminsi Mwendha (0.5km) was on page 52 of AWP 2017/18 estimated at UGX 100,824,000.

9. Output: Bottlenecks Clearances on Community Roads; Stone pitching of 58 metres on Busoga avenue to improve on the drainage system was on page 2 of AWP 2017/18 workplan details estimated at UGX 12,160,000.

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

- For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/

infrastructure by August 30: score 2

In the current Consolidated Procurement & Disposal Plan FY 2018/19 signed by CAO and submitted to PPDA in a letter dated 13th August 2018 and bears a receipt stamp of PPDA dated 31st August 2018, a total of 7 infrastructure projects were included.

However, only one (1) bid document for infrastructure project was prepared by PDU and dully approved by the contracts committee on 7th June 2018 under Contracts Committee MIN/MCC/04/2018 which was before 30th August 2018. However, the percentage was 14.3% which was less than 80% required by the LGPA manual of June 2018.

The bid documents was ready for the Construction & Installation of 4 Classroom at AL-Jama P/S with 2 Lightening conductors. Estimated at UGX 170,000,000 under conditional Grand. Open Domestic Bidding. Other ready bid documents were for supplies under framework contracts such as revenue collection from markets.



The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

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

There was an updated contract register signed by the Head of PDU (Procurement Officer) was updated with complete procurement activity files for all procurements made in FY 2017/18. It had columns indicating the Serial number, Procurement Reference number, subject of procurement, Provider, Contract values, 1st Payment in UGX, 2nd Payment in UGX and status e.g completed or under defects liability period.

For example, from a sample of 5 projects with serial numbers listed below;

- Serial Number (S/N) 01: Construction of a 4 Stance Lined Pit Latrine at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00001) at a cost of UGX 20,698,066 inclusive of 18% VAT & 6% WHT funded under DDEG.

- Serial Number (S/N) 2: Rehabilitation of a 2 classroom Block at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00002) at a cost of UGX 35,000,000 inclusive of 18% VAT & 6% WHT funded under DDEG.

- Serial Number (S/N) 3: Procurement for supply of 4 Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) under Lot 2 at a cost of UGX 18,000,000 inclusive of 18% VAT & 6% WHT funded under DDEG.

- Serial Number (S/N) 4: Procurement for supply of 2 Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) Lot 1 funded under DDEG.

- Serial Number (S/N) 5: Procurement for Construction of 3 stance waterborne toilet and urinal at Ndifakulya market in Western Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00004) at a cost of UGX 27,000,00 inclusive of 18% VAT & 6% WHT funded under DDEG.

Serial Number (S/N) 10: Procurement of Completion for Renovation Works for of Naluwerere Community Hall in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00034) at a cost of UGX 17,000,059 inclusive of 18% VAT & 6% WHT funded under DDEG.

Serial Number (S/N) 11: Construction of a Soak Pit in Western Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00035) at a cost of UGX 3,600,000 inclusive of 18% VAT & 6% WHT funded under DDEG.

- Serial Number (S/N) 12: Construction of a Zero Grazing Unit & Crush at Busanzi Cell, Bwole Ward in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00036) at a cost of UGX 3,950,000 inclusive of 18% VAT & 6% WHT funded under Agriculture Extension Grant.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>	<p>Bugiri MC adhered to the procurement thresholds. For example, from the sampled projects below, indicated compliance with the procurement thresholds &amp; method of procurement.</p> <ul style="list-style-type: none"> <li>• Selective Bidding (SB) applied for the Construction of a 4 Stance Lined Pit Latrine at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00001) at a cost of UGX 20,698,066 inclusive of 18% VAT &amp; 6% WHT under Sector Grant. See page S/N 38 in Procurement Plan 2017/18.</li> <li>• Selective Bidding (SB) applied for the Rehabilitation of a 2 classroom Block at Hindocha P/S Rehabilitation of a 2 classroom Block at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00002) at a cost of UGX 35,000,000 inclusive of 18% VAT &amp; 6% WHT funded under UCG/DDEG. See page S/N 39 in Procurement Plan 2017/18.</li> <li>• Selective Bidding (SB) applied for the Construction of 3 stance waterborne toilet and urinal at Ndifakulya market in Western Division Council (Proc Ref: BMC 795/WRKS/17-18/00004) at a cost of UGX 27,000,00 inclusive of 18% VAT &amp; 6% WHT funded under DDEG. See page S/N 40 in Procurement Plan 2017/18.</li> <li>• Selective Bidding (SB) applied for the Procurement of Completion for Renovation Works for of Naluwerere Community Hall in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00034) at a cost of UGX 17,000,059 inclusive of 18% VAT &amp; 6% WHT funded under DDEG. See page S/N 41 in Procurement Plan 2017/18.</li> <li>• Selective Bidding (SB Procurement for supply of (6) Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) for Lot 1 &amp; Lot 2 at a total cost of UGX 18,000,000 funded under DDEG. See page S/N 67 in Procurement Plan 2017/18.</li> <li>• Selective Bidding (SB) applied for the Construction of a Zero Grazing Unit &amp; Crush at Busanzi Cell, Bwole Ward in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00036) at a cost of UGX 3,950,000 inclusive of 18% VAT &amp; 6% WHT funded under Agriculture Extension Grant. See page S/N 68 in Procurement Plan 2017/18.</li> <li>• Force on Account (F/A) applied for the Periodic Maintenance of Busoga Square Avenue (1km) at a cost of UGX 29,250,000 funded under URF. See page S/N 42 in Procurement Plan 2017/18.</li> </ul> <p>NOTE:</p> <p>Approved Procurement Plan for FY 2017/18 was submitted to PPAD on 3rd April 2014 in a letter dated 3rd April 2018 signed and stamped by the Town Clerk and bears a receipt stamp of PPDA dated 4th April 2018.</p>
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The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

• Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates

for all projects based on technical supervision: score 2

All works projects implemented in the previous FY 2017/18 were appropriately certified. Interim and completion certificates for all the 8 completed projects based on technical supervision were on file within the PDU. For example,

The following projects had interim or completion certificates based on technical supervision.

i. Final Completion Certificate dated 12th March 2018 for the Construction of a 4 Stance Lined Pit Latrine at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00001). It also had a progress report dated 23rd March 2018 submitted to the Town Clerk signed by the Principal Inspector of School.

ii. Final Completion Certificate dated 12th March 2018 as end of DLP for the Rehabilitation of a 2 classroom Block at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00002) at a cost of UGX 35,000,000 inclusive of 18% VAT & 6% WHT funded under DDEG.

iii. Final Completion Certificate dated 12th March 2018 for the Procurement for supply of 4 Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) Lot 2 at a cost of UGX 18,000,000 inclusive of 18% VAT & 6% WHT funded under DDEG.

iv. Final Completion Certificate dated 12th March 2018 for the Procurement for supply of 2 Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) Lot 1 at a cost of UGX 10,500,000 but was negotiated to 9,000,000 inclusive of 18% VAT & 6% WHT funded under DDEG.

v. Final Completion Certificate dated 25th August 2018 signed and stamped by the Municipal Engineer & Town Clerk for the Construction of a Soak Pit in Western Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00035) at a cost of UGX 3,600,000 inclusive of 18% VAT & 6% WHT funded under DDEG.

vi. Final Completion Certificate dated 12th June 2018 for the Completion for Renovation Works for of Naluwerere Community Hall in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00034) at a cost of UGX 17,000,059 inclusive of 18% VAT & 6% WHT funded under DDEG.

vii. Final Completion Certificate dated 25th August 2018 for Construction of a Zero Grazing Unit & Crush at Busanzi Cell, Bwole Ward in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00036) at a cost of UGX 3,950,000 inclusive of 18% VAT & 6% WHT funded under DDEG.

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	<p>Site Boards specifications for all infrastructure projects in FY 2018/19 did not indicate contract values. For example,</p> <ol style="list-style-type: none"> <li>Construction of a 4 Stance Lined Pit Latrine at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00001) at actual contract values of UGX 20,698,066 funded under Sector Grant.</li> <li>Rehabilitation of a 2 classroom Block at Hindocha P/S (Proc Ref No: BMC 795/WRKS/17-18/00002) at actual contract values of UGX 35,059,000 funded under UCG/DDEG.</li> <li>Completion for Renovation Works for of Naluwerere Community Hall in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00034) at a cost of UGX 17,000,059 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</li> </ol> <p>NOTE:</p> <p>The actual contract value was not specified/ displayed on the site boards. BoQs did not also specify that contract values should be included on sideboards by the contractors.</p>	<p>0</p>
<p>Financial management</p>			
<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<p>The MC maintains a total of 9 Accounts. Basing on sample of 5 accounts, all BRS were done on time as shown by the samples taken;</p> <ol style="list-style-type: none"> <li>BUGIRI MUNICIPAL OPERATION- <i>Centenary Bank</i> <i>A/c 4610500123</i> <ol style="list-style-type: none"> <li>July 2017 was reconciled on 31 July 2017</li> <li>Nov 2017 reconciliation was done on 30 Nov 2017</li> <li>Jan 2018 reconciliation was done on 31 Jan 2018</li> <li>June 2018 reconciliation was done on 30 June 2018.</li> </ol> </li> <li>BUGIRI MUNICIPAL DDEG A/C- <i>Centenary Bank</i> <i>A/c No- 4610500133</i> <ol style="list-style-type: none"> <li>July 2017 was reconciled on 31 July 2017</li> <li>Dec 2017 reconciliation was done on 31 Dec 2017</li> <li>Feb 2018 reconciliation was done on 28 Feb 2018</li> <li>June 2018 reconciliation was done on 30 June 2018</li> </ol> </li> <li>BUGIRI MUNICIPAL COUNCIL GENERAL FUND A/C- <i>Centenary Bank</i> <i>A/c No.- 4610500121</i></li> </ol>	<p>4</p>

1. July 2017 reconciliation was done on 06 Aug 2017
2. Jan 2018 reconciliation was done on 02 Feb 2018
3. April 2018 reconciliation was done on 04 May 2018
4. June 2018 reconciliation was done on 02 July 2018

4. BUGIRI MUNICIPAL COUNCIL EDUCATION A/C-  
*Centenary Bank*

*A/c No- 3100052126*

1. July 2017 was reconciled on 15 Aug 2017
2. May 2017 reconciliation was done on 31 May 2017
3. June 2018 reconciliation was done on 20 July 2018
4. March 2018 reconciliation was done on 04 April 2018

5. BUGIRI MUNICIPAL COUNCIL ROAD FUND A/C-  
*Centenary Bank*

*A/c No- 4610500131*

1. July 2017 was reconciled on 03 Aug 2017
2. Nov 2017 reconciliation was done on 05 Dec 2017
3. Jan 2018 reconciliation was done on 06 Feb 2018
4. June 2018 reconciliation was done on 07 July 2018

All reconciliations were done on time and signed by the Municipal Treasurer (Head of Finance) as required by the LG Financial and Accounting Manual 2007 Part VI Sec 73.

The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

• If the LG makes timely payment of suppliers during the previous FY

– no overdue bills (e.g. procurement bills) of over 2 months: score 2.

The MC made timely payments to suppliers during FY 2017/2018 as evidenced by the sample below;

Nkabi Investment Limited (Shs 3,952,950) construction of 3-stance water borne pit latrine at Ndifakulya Market.

*Payment process,*

Requisition- 23 May 2018

Approved by CFO- 13 June 2018

Paid -20 June 2018 (Vr No. 1/6)

East zone service station (shs. 1,140,000) - fuel for education department.

*Payment process;*

Requisition- 26 Feb 2018

Approved by CFO – 07 March 2018

Paid- 17 March 2018 (Vr No. 1/3)

Wangi General Enterprises (shs 25,880,000) –completion of 2 classroom block at Hindocha Primary school.

*Payment process;*

Requisition- 13 March 2018

Approval by CFO – 19 March 2018

Paid- 22 March 2018 (Vr No. 2/3)

Were Isaiah (shs 1,000,000) – monitoring of schools

*Payment process;*

Requisition- 25 May 2018

Approval by CFO – 25 May 2018

Paid- 25 May 2018 (Vr No. 5/5)

The sampled suppliers did not have a clause on payment terms in their contracts. Therefore, a time frame of 2 months after requisition was considered. The Municipal Council did not have a lot of payments to suppliers with contracts.

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>In a letter dated 11 May 2015 Ref: BTC/160/1 Mr Lutalo Godfrey Davis was appointed on Promotion as An Internal Auditor under Min No. BDSC 103/2015.</p> <p>In a letter dated 01 June 2018 Ref: BMC/156/1. Mr Lutalo Godfrey Davis was appointed as the Acting Senior Internal Auditor under Min No. BDSC 992/2018 for a period of 3 months.</p> <p>Basing on the above references the Municipal Council does not have a substantive Senior Internal Auditor.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p><i>Internal Audit had all the reports for the four quarters.</i></p> <p>Quarter 1 report Ref: Aud/BMC/35 dated 08 Nov 2017 received by Directorate of Internal Audit on 21 Nov 2017</p> <p>Quarter 2 report Ref: Aud/BMC/36 dated 30 Jan 2018 received by Directorate of Internal Audit on 12 Feb 2018.</p> <p>Quarter 3 report Ref: Aud/BMC/37 dated 30 April 2018 received by Directorate of Internal Audit on 21 May 2018.</p> <p>Quarter 4 report Ref: BMC dated 27 July 2018 received by Directorate of Internal Audit on 07 Sept 2018</p> <p><i>References to Internal Audit meeting minutes.</i></p> <p>One set of minutes was availed for the meeting held on 31 January 2018.</p> <p>Min No.2: COMMUNICATION FROM THE CHAIRPERSON</p> <p>Audit of the Entity; paragraph 2; the purpose of the meeting was for the Senior Internal auditor to present the Audit findings for the 2nd quarter of 2017/18 and therefore opened the meeting officially.</p>	<p>2</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of</p> <p>internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The MC did not provide a status of implementation of all internal audit findings for FY 2017/18 because PAC did not review any of the quarterly reports to provide recommendations for implementation.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>All internal Audit reports for FY 2017/2018 were submitted to MC PAC and MC accounting officer/Town Clerk BUT they were not reviewed by PAC hence no follow up done as elaborated below;</p> <p><i>SUBMISSION TO PAC</i></p> <p>Quarter 1- 20 Nov 2017.  Quarter 2- 13 Feb 2018  Quarter 3- 24 May 2018  Quarter 4- 07 Sept 2018</p> <p><i>SUBMISSION TO TOWN CLERK/ACCOUNTING OFFICER</i></p> <p>Quarter 1- 08 Nov 2017.  Quarter 2- 30 Jan 2018  Quarter 3- 30 April 2018  Quarter 4- 27 July 2018</p> <p><i>In reference to PAC minutes;</i></p> <p>PAC did not hold any meetings for the FY 2017/2018. All quarterly reports were not reviewed. The Secretary PAC attributed this to the method of work used by PAC i.e “Post Mortem method.” Reports were always reviewed late.</p>	<p>0</p>



<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<p>The Municipal Council has an un-updated assets register. Details of the assets are not filled in for example cost, valuation among others. The format used is not the one required by the Accounting Manual.</p>	<p>0</p>
<p>The LG has obtained an unqualified or qualified Audit opinion Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<p>The MC had an unqualified audit opinion as per AG's Report. (Source: Report of the Auditor General to Parliament for FY ended 30 June 2018; Annexure IV; 4.2)</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul>	<p>Municipal Council sitting on August 17th,2017 under MIN4 NCM 17th August, 2017: presentation and discussion of the Revenue enhancement Plan 2015/16 to 2019/2020</p> <p>In the same sitting of 17/08/2017, under MIN5 NCM 17 August 2017: presentation of the Municipal Recruitment Plan 2017/2018</p> <p>Municipal Council sitting on October 26th, 2017 under MIN4 NCM 26th October, 2017: Presentation and discussion of Sectoral Committee Reports (Social Services / General Purpose Committee, and Finance Committee)</p> <p>MIN5 NCM 26th, October, 2017: Presentation and discussion of the Municipal Development Plan for Education and Health departments</p> <p>MIN8 NCM 2th October, 2017: presentation of Primary schools to be enrolled to the government aided program</p> <p>Municipal Council sitting on 21st December, 2017 under MIN5 NCM 21 DEC. 2017: Presentation of the Status of Private schools in Bugiri Municipal Council</p> <p>MIN6 NCM 21 Dec. 2017 Presentation of the Municipal Garbage Management Plan</p> <p>Municipal Council sitting on 27th feb.2018 under MIN5 NCM 27th Feb. 2018: Presentation of a report on the performance of the new garbage management Plan by the Social Services Committee</p> <p>Municipal Council sitting on 3rd April, 2018: under MIN5 NCM 3rd April, 2018: presentation and confirmation of names of members to constitute the Board of Governors of Bukooli College.</p> <p>Municipal Council sitting on 23rd May, 2018 MIN004 Presentation of Term one School's Inspection Report.</p> <p>MIN005: presentation of reports and recommendations from relevant committees (Finance Committee; Social Services/ General purpose Committees)</p> <p>MIN 006: Approval of the MC Budget and AWP FY 2018/19.</p>
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<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>Bugiri MC has appointed a staff Mr. Ali Iwumbwe, the Municipal Senior Planner as a Complaint Desk Officer; Duties include; receiving and recording all complaints from the different stakeholders, providing and coordinating with TC's office and other HoDs to offer the complainants appropriate feedback; feeding the rewards and sanctions committee with information in case the culprit requires its action. A letter dated July 16th, 2018; ref. BMC/161/2 Signed by the Mr. Katunda Mukuru, the Town Clerk.</p>	<p>1</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>Bugiri MC has specified a system for recording, investigating and responding to grievances. Complaints register book exists opened on July 23rd, 2018. The book capture grievances like: contracts management or execution, fraud, non-payment of salaries, management of projects –OWC, land disputes, irregular loan deductions from employees, service delivery facilities and actions taken.</p> <p>The system and steps one goes through to lodge a complaint is displayed on the notice board</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>Bugiri Municipal Council has published information on noticeboard ie, LG staff payroll (September 2018).</p> <p>MC has no active pensioners</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>The Municipal Council PDU has displayed procurement plan, best evaluated bidders, pre-qualification list 2018/2019.</p>	<p>1</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<p>The Municipal Council PDU has displayed procurement plan, best evaluated bidders, pre- qualification list 2018/2019.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>There was evidence that the Municipality has communicated and explained guidelines, circulars and policies issued by the national level to LLGs eg Budget call circular FY 2018/19 was circulated to Senior Assistant Town Clerks (SATCs) heading the two Divisions 27th/11/2017. Circulars are also disseminated during TPC meetings eg Under TPC Min 6/Nov/TPC/2017: Dissemination of guidelines and policies, these included:</p> <ul style="list-style-type: none"> <li>- DDEG Guidelines</li> <li>- Local Government Planning Guidelines from NPA</li> <li>- Indicative planning figures (Depts and LLGs) 2018/19</li> </ul> <p>Guidelines were explained and technical staffs were urged to follow the disseminated guidelines and policies.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	<p>The Municipality in the previous FY conducted discussions with citizens on 11th//04/2018 at the Central Market. Issues included: double payment of taxes, lack of good toilets, security lights in the Markets, poor hygiene in the town and harsh enforcement unit especially on new developers.</p> <p>The MC has a schedule of radio talk shows with the feedback manger/ complaints Desk Officer (the MC has 2 hours contact in the every last Friday of the month; the MC is running a calendar year January to December for the last 1 year. (2017/18 to-date 2018) These radio programs provide feedback on activity implementation, resources used etc.to citizens. Radio Station is Eastern Voice FM, in Bugiri Town</p>	<p>1</p>
<p>Social and environmental safeguards</p>			

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.

Gender focal person (GFP) & DCDO provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities. For example,

i. There was a Report on mentoring of staff on gender issues dated 13th October 2017. The purpose was to ensure that gender issues are considered at all levels by the different departments/sectors to address gender inequalities and ensure inclusion of gender analysis. The activity was conducted during the TPC meeting on 11th October 2017 at the Bugiri Municipal Council H/Q. Areas of emphasis for mentoring were: Guiding principles for implementation of the Uganda Gender Policy i.e gender equality, gender cuts across all the sectors and levels, affirmative action, household & family relations, promotion of gender and development and women development approaches. Departments agreed to offer equal employment opportunities. Consider gender in key positions, Health management committees, road management committees be gender sensitive, Sanitary facilities for both males and females separated and ramps for PWDs. Issues of senior women & men teaches in education sector,

ii. Under Youth Livelihood Programme (YLP) FY 2017/18, out of the 18 direct beneficiary groups, there was a total of 102 out of which 97 males and 93 females. Guidelines emphasize at least 30% women representation.

iii. MIN 05/FEB/2018: Communication from the social workers Bugiri Municipality. The CDO sensitized parents on how to keep children in school at Buwanzi P/S held on 21st February 2018.

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2.

The approved AWP 2018/18 indicated that the gender focal point and CDO planned 2 activities for current FY 2018/19 to strengthen women's roles and address vulnerability and social inclusion. Activities included

- Under Output 108107 Gender mainstreaming on page 68 of AWP indicated that gender issues are planned and budgeted for by HoDS/Sectors. Women trained in skills enhancement and empowerment. HIV&AIDS community awareness increased. Conduct gender mentoring sessions for HoDs & Sector heads on gender related issues. All estimated at UGX 1,000,000

Annual Workplan for Community Based Services for FY 2018/19 Indicted the following on page 4:

- Under Gender mainstreaming; planned to conduct mentoring sessions for department Heads & Sector heads on gender related issues. Estimated at UGX 400,000 under UNC funding. Also planned to conduct a training for women in skills enhancement and empowerment estimated at UGX 600,000 under SSG funding.

- Under Children & Youths service, CBS planned to resettle children in communities estimated at UGX 340,000 under SSG funding. Also sensitization of parents on child labour and retention of children in school.

- Under output 108114 Representation on Women Councils on page 71 of AWP 2018/19, the CBS planned for 4 mandatory executive meetings. Facilitate 2 mandatory women meetings estimated at UGX 800,000.

- Under output 108108: Children & Youth Councils, the CBS planned for children & OVC rights advocated for and promoted. Provision of care & protection to children & OVC. Resettling of children in communities. Activities were indicated on page 69 of AWP 2018/19 estimated at UGX 635,000.

In addition, out of the total expenditure of UGX 315,203,518 less the wage bill of UGX 19,932,232 in FY 2017/18 for the community based services (CBS), UGX 295,271,286, was spent on gender activities/vulnerability/social inclusion (93.7%).

The actual expenditures were extracted from the final Annual Accounts for FY 2017/18 at 30th June 2018 for Bugiri Municipal Council that was submitted to the Accounts General's Office in a letter dated 30th August 2018 (Ref: BMC/200/1) signed and stamped by the Town Clerk and was received and stamped on 31st August 2018 by the Accounts General's Office.

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1</li> </ul>	<p>Records on files from a sample of 5 projects below showed that environmental screening or EIA where appropriate, were Not carried out for activities, projects and plans and mitigation measures were not planned and budgeted for in Bugiri Municipal Council in FY 2017/18.</p> <p>Actually all the completed 8 Infrastructure projects were not screened using Environment &amp; Social Screening Forms (ESSF) and there was no Environment &amp; Social Management Plans (ESMPs) on file as well.</p>	<p>0</p>
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LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1

Bugiri District LG did not integrate environmental and social management and health and safety plans in the contract bid documents.

For example, the 5 sampled bid documents/BoQs for all infrastructure projects listed below did not have environmental, social, health and safety issues and mitigation measures incorporated and budgeted for.

i. Construction of a 4 Stance Lined Pit Latrine and Urinal at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00001) at a cost of UGX 20,698,066 inclusive of 18% VAT & 6% WHT funded under DDEG.

ii. Rehabilitation of a 2 classroom Block at Hindocha P/S (Proc Ref: BMC 795/WRKS/17-18/00002) at a cost of UGX 35,000,000 inclusive of 18% VAT & 6% WHT funded under DDEG.

iii. Procurement for supply of 4 Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) at a cost of UGX 18,000,000 inclusive of 18% VAT & 6% WHT funded under DDEG Lot 2.

iv. Procurement for supply of 2 Solar Street Lights in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00003) at a cost of UGX 10,500,000 but was negotiated to 9,000,000 inclusive of 18% VAT & 6% WHT funded under DDEG Lot 1.

v. Construction of a Soak Pit in Western Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00035) at a cost of UGX 3,600,000 inclusive of 18% VAT & 6% WHT funded under DDEG.

vi. Completion for Renovation Works for of Naluwerere Community Hall in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00034) at a cost of UGX 17,000,059 inclusive of 18% VAT & 6% WHT funded under DDEG.

vii. Construction of a Zero Grazing Unit & Crush at Busanzi Cell, Bwole Ward in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00036) at a cost of UGX 3,950,000 inclusive of 18% VAT & 6% WHT funded under Agriculture Extension Grant.



<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>Not all projects were implemented on land where the LG has proof of ownership (e.g. a land title, agreement, MoU etc..). For example, there was no evidence on file showing proof for the following projects;</p> <p>i. Construction of a 4 Stance Lined Pit Latrine at Hindocha P/S (Proc Ref No: BMC 795/WRKS/17-18/00001) at actual contract values of UGX 20,698,066 funded under Sector Grant. Government is in the process of acquiring a Land title for Hindocha Land.</p> <p>ii. Rehabilitation of a 2 classroom Block at Hindocha P/S (Proc Ref No: BMC 795/WRKS/17-18/00002) at actual contract values of UGX 35,059,000 funded under UCG/DDEG. Government is in the process of acquiring a Land title for Hindocha Land.</p> <p>iii. Completion for Renovation Works for of Naluwerere Community Hall in Eastern Division in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00034) at a cost of UGX 17,000,059 inclusive of 18% VAT &amp; 6% WHT funded under DDEG.</p> <p>iv. vii. Construction of a Zero Grazing Unit &amp; Crush at Busanzi Cell, Bwole Ward in Bugiri Municipal Council (Proc Ref: BMC 795/WRKS/17-18/00036) at a cost of UGX 3,950,000 inclusive of 18% VAT &amp; 6% WHT funded under Agriculture Extension Grant.</p> <p>NOTE:</p> <p>The title for Hindocha P/S is still being processed. There was no land title on file at Bugiri Municipal Council office. Government took over the land when the lease for the Indian community expired.</p>	
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>All the eight (8) completed infrastructure projects for FY 2017/18 did not have Environmental and Social Mitigation Certification Forms completed and signed by Environmental Officer and CDO. There was no record was on file.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>There was not Record on file indicating that the contract payment certificates included prior environmental and social clearance signed by the Environment Officer (EFPP) and CDO.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists,</li> <li>b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>There was no Environmental Officer and CDO monthly reports on file with (a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. There was no evidence /record on file by the Environmental Officer (EFPP) &amp; Community Development Officer (CDO).</p>	<p>0</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>Bugiri Municipal Council 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. As presented on PBS, the current FY 2018/2019 total Budget was UGX 610,008,456 to cater for 89 teachers on payroll for the 5 public schools.</p>	4
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the 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: score 4</p>	<p>Municipal Council Bugiri 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.</p> <p>In total Bugiri Municipal Council LG had 5 public P/S, private licensed and registered P/S were 10 and 15 licensed P/S.</p> <p>As the 5 sampled P/S, It was observed that same teachers as indicated in the staff lists at the Municipal Council Offices were actually deployed in the schools. For example:</p> <p>Waluwerere P/S had 21 teachers, Bugubo Butambula P/S had 16 teachers, Busanzi P/S had 15 teachers, Al-Jama P/S had teachers 17 and Hindocha P/S had 20 teachers.</p>	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul> </li> </ul>	<p>Municipal Council submitted recruitment plan FY 2017/2018 on 20th/ 03/2017 that was received on 20th/03/2017 Ministry of Public Service that declared vacant posts on 26th/10/2017.</p> <p>The vacant posts declared by Ministry of Public Service included:</p> <p>1 head teacher and 5 Education Assistants.</p> <p>As it was indicated on file Bugiri MC filled vacant post of a head teacher under internal advert No 2 of 2017 and 5 education assistants under external advert No 2 of 2017 for FY 2017/2018</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>Bugiri Municipal Council didn't fill all positions of school inspectors as per staff structure, because the wage bill provision doesn't allow only filled one inspector of schools instead of 2 as per education department structure required.</p> <p>As indicated on file, Education department had one inspector Biryeri Proscovia that was appointed on transfer of service on 10th /03/20017 Under minute number BDSC 643/2017 as inspector of schools.</p>	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>Bugiri Municipal Council Education department didn't submit a recruitment plan to HRM for the current FY 2018/2019 to fill positions of primary teachers.</p>	<p>0</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>Bugiri Municipal Council Education department didn't submit a recruitment plan to HRM for the current FY 2018/2019 to fill positions of school inspectors because the wage bill doesn't allow.</p>	<p>0</p>
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Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul>	<p>There is only one school inspector.</p> <p>Ms. Baryeri Proscovia was appraised by Mr. Were Isaiiah the Education officer on 15th May 2018</p>	<p>3</p>
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<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul>	<p>The Municipality has 5 schools hence 5 Head Teachers. The status of appraisal for these head teachers is as follows;</p> <ol style="list-style-type: none"> <li>1. Mr. Muzei Amuza Head Teacher Bugubo Butanbula P/S. Had performance agreement and performance report signed 15th Feb 2017 and 29th Dec 2017 respectively hence appraised.</li> <li>2. Mr. Mugweri Micheal Head Teacher Busanzi P/S. Had performance agreement and performance report signed 10th April 2017 and 21st Jan 2018 respectively showing appraisal</li> <li>3. Ms. Muwaganya Harriet Head Teacher Waluwerere P/S. Had performance agreement and performance report signed 01st Jan 2017 and 30th Dec 2017 respectively showing appraisal</li> <li>4. Ms. Gafumbye Phoebes Head Teacher Alijama P/S. Had performance agreement and performance report not signed hence not appraised</li> <li>5. Mr. Basan Muhammed Khan Head Teacher Hindocha P/S. Had performance agreement and performance report signed on 23rd March 2017. Was appraised</li> </ol> <p>4 out of 5 were appraised and it gives 80 percent appraisal</p>	<p>2</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>As presented on file, circulars, guidelines and policies that were communicated included the following:</p> <p>Circular dated 5th /03/2018 School Environment and Wash Management.</p> <p>Circular dated on 20th /03/2018 on Primary schools National Kids Athletic and SNE learning championship from MOES.</p> <p>Circular dated 16th /10/2017 circular no 14/2017 over testing of learners.</p> <p>Unlicensed and unregistered schools press release circular</p> <p>As observed in the 5 sampled schools the following circulars, guidelines and policies were received.</p> <p>Waluwerere P/S received Closure of illegal</p>	<p>1</p>

institutions in Bugiri MC dated 8th /12/2017, Adherence to school calendar dated 9th/ 05 2017, Un licensed /un registered schools dated 22nd/09/2017, Circular no 14/2017 dated 16th/10/2017 over testing of learners. Introduction of Ichuli consulting organization dated 13th/06/2018.

Bugubo Butambula P/S received circular dated 16th /10/2017 over testing of learners, circular dated 7th/06/2018 school management and wash management, circular dated 11th /06/2018 program for term two, circular dated 8th/12/2017 closure of illegal institutions in Bugiri MC, 13th/06/2018 introduction of Ichuli consulting organiasation, un licensed and unregistered schools dated 22nd /09/20117, adherence to school calendar dated 9th/05 2017.

Busanzi P/S received circular dated 5th/03/2018 School environment and wash management, program for the rest of the school dated 24th/10/2017, Unlicensed and un registered schools from MOES dated 22nd/09/2017, Circular no 4 over testing of the leaners dated 16th/10/2017, Adherence to school calendar from MOES dated 9th/05/2017.

AL-JAMA P/S received circular dated 8th/06/2018 program for term Two, guidelines for registration of 2018 PLE candidates from UNEB dated 20th/03/2018, Closure of illegal institutions in Bugiri MC dated 8th/12/2017, circular dated 22nd/09/2017 press release closure of unlicensed unregistered schools and circular dated 16th/10/2017 circular No 4 2017 Over testing learners.

Hindocho P/S circular dated 22nd/09/2017 Unlicensed /unregistered schools, circular dated 13th/06/2018 introduction of Ichuli consulting organization, circular dated 9th/05/2017 Circular No 8 2017 Adherence to school calendar, School environment and wash management dated 5th/05/2018, circular No 01/2018 dated 6th/02/2018 Schools implementing early grade and circular No1/4/2017 Over testing of learners.



<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<p>Bugiri Municipal Council Education Department on 15th/02/2018 during the meeting with primary head teachers that was held at Hindocha P/S, sensitized head teachers on how to manage their school environment under minute number Educ./MC/004.</p>	<p>2</p>
<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<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>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	<p>All licensed or registered schools were inspected once per term and reports produced.</p> <p>For example:</p> <p>30th/11/2017 inspected 5 public and 18 private schools. On 30th/04/2018 inspected 5 public and 18 private schools and 30th/08/2018 inspected 5 public only because money wasn't enough.</p> <p>As the 5 sampled schools, it was observed on file that schools were inspected once per term and reports produced as observed in the visitors book. For example:</p> <p>Waluwerere P/S inspected on the following days 24th/10/2017, 7th/11/2017, 13th/03/2018, 23rd /03/2018 24th /04/2018.</p> <p>Bugubo Butambula P/S 24th/10/2017, 26th/07/2017, 3rd/11/2017, 9th/11/2017, 14th/11/2017, 3rd/08/2018, 25th/09/2018.</p> <p>Busanzi P/S 3rd/08/2017, 25th/10/2017, 9th /11/2017, 14th/02/2018, 5th/02/2018, 18th /04/2018, 19th/04/2018.</p> <p>Ali-Jama P/S 1st/11/2017, 10th/11/2017, 15th /11/2017, 5th/02/2018, 24th/04/2018.</p> <p>Hindocha P/S 5th/07/2017, 21st/07/ 2017, 4th /08/2017, 25th/10/2017, 27th/10 /2017, 14th/11 2017, 5th /04 /2017, 16th /03/ 2018, 20th/03/ 2018, 28th /03 /2018, 16th /04 /2018.</p>	<p>12</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	<p>Municipal Council Education departmental meeting that was held on 6th/05/2018, discussed inspection reports. Under minute number MIN 004/05/2018, Municipal Education officer proposed regular follow up of the inspections.</p> <p>Also recommended close supervision of teaching and learning by the head teachers, joint scheming at individual school level and sensitization of both teachers and parents.</p>	<p>4</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	<p>Municipal Education department submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES) in the previous FY 2017/2018 on 4th/09/2018 for term 1 and term 2.</p>	<p>2</p>

LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• Evidence that the inspection recommendations are followed- up: score 4.

As observed in the sampled schools there was evidence on file that inspection recommendations were followed in only 4 schools that included Waluwerere P/S, Bugubo Butambula P/S, Busanzi P/S, and Hindocha P/S . For Ali-Jama P/S there was no evidence presented on file.

For example:

Waluwerere P/S Inspection report dated 7th/11/17 indicated head teacher to ensure regular health parades, report dated 22nd /06/2017 recommended appraisal of teachers and keep copies, 12th/04/2017 head teacher take action on errant staff.

Bugubo Butambula P/S report dated 26th/6/2017, recommended to mobilize parents feed children, bring children in schools. 9th/11/2017 recommended head teacher to forward perpetual late comers for rewards and sanctions, also to mobilize for sensitization meeting.

Busanzi P/S report dated 9th/11/2017 head teacher to follow up on in effective staff, Emphasized school administration to enhance school based training, inspection feedback dated 27th /06/2017 recommended head teacher and SMC to enhance school feeding and also head teacher and deputy to closely monitor teachers preparedness in teaching.

Hindocha P/S inspection feedback dated 16th/04/2018 recommended head teacher to conduct more sensitization meetings to increase on stakeholders level of compliance and support to policy issues and report dated 27th/10/2017 requested for more teachers.

However for Ali-Jama P/S school recommendation report wasn't presented on file, only observed joint supervision report

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>Education department didn't submit EMIS lists of schools because statistical return forms were not sent to the Municipal Council. They carried out the enumeration of pupils in all schools using the National Identification Registration Authority (NIRA) thus forms weren't sent.</p> <p>However it was observed on PBS that Municipal Council Education Department submitted a list of 5 primary schools.</p>	<p>0</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>Education department didn't submit EMIS reports on pupil enrollment because statistical return forms were not sent to the Municipal Council.</p> <p>They carried out the enumeration of pupils in all schools using the National Identification Registration Authority (NIRA) thus forms weren't sent.</p> <p>However it was observed on PBS that Municipal Council Education Department submitted 4012 as school enrollment.</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</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: score 2</li> </ul>	<p>Committee of Social Services in Bugiri MC sitting on 19th December, 2017 under MIN4 SSC 19th December, 2017: Presentation and discussion of the report on the status of Private schools in the Municipality.</p> <p>Committee of Social Services in Bugiri MC sitting on 3rd May 2018 under MIN004: presentation and discussion of Term One schools’ inspection report by the Municipal Inspector of Schools.</p> <p>MIN005 Discussion and scrutiny of the budget estimates for FY 2018/19</p> <p>Committee sitting on 21st January, 2018 MIN4 SSC 21st January, 2018 : report on general cleanliness by the acting Principal Health Inspector (soak pits, performance of the new Garbage management plan, property maintenance, and un covered pits)</p> <p>MIN5 SSC 21st January 2018: discussion of the MAAIF fund ( 1st quarter and 2nd quarter work plans)</p>	<p>2</p>
<p>The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>There was evidence that sectoral committee on education presented issues to Council for approval.</p> <p>Committee sitting on 3rd May 2018 under MIN004: recommended to council Term One schools’ inspection report by the Municipal Inspector of Schools. Which council sitting on 23rd May, 2018 considered</p> <p>MC sitting on 19th December, 2017 under MIN4 SSC 19th December, 2017: recommended in their report to council; status of Private schools in the Municipality that contained strategies for strenghtening and improvement. Which Council that sat on 21st Dec. 2017 considered.</p>	<p>2</p>
<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (estab- lished, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p>	<p>Submitted SMC reports to the DEO. As observed in the 5 random sampled SMC school reports submitted to Municipal Council Education office, observed the following:</p> <p>Bugubo Butambula P/S SMC meeting that was held on 16th/08/217, under minute 4/2/2017</p>	<p>5</p>

<ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>resolved that children must get food at school.</p> <p>On 28th/08/2017, under minute number 6/1/2017 passed the budget.</p> <p>6th /06/2018 SMC meeting pointed out regular visiting of the school by committee members to monitor the teaching and learning.</p> <p>Waluwerere P/S SMC meeting on 31st/07/2018, under minute 4/2/2018 , requested for payment of energy saving stove, on 22nd/02/2018 SMC meeting under minute 3/1/2018 head teacher presented PLE results</p> <p>2nd /10/2017 under minute number 3/1/SFSNP/2017 head teacher reported work plan was made by technical persons.</p> <p>Hindocha P/S 30th/ 09/2017 under minute number 6/09/2017 advised school to make work plan and budget.</p> <p>20th /03/2018 under minute number 8/03/2018 resolved that school to process land tittle,</p> <p>5th /06/2018 under minute number 7/6/2018 cited that school purchase computer and printer and recruit secretary.</p> <p>Busanzi P/S 14th 01/2018 under minute number head teacher reported that school must have school bursar</p> <p>1st /05/ 2017 under minute number 4/05/2017 advised painting of P1, P2, P3 and office.</p> <p>14th /08/2018 under minute number 5/8/2018 advised fencing of the school using available budgets.</p> <p>24th /08/2017 under minute number 6/09/2017 resolved feeding for both teachers and pupils for proper management.</p> <p>24th /02/2018 under minute number 9/02/2018 resolved that construct wooden classroom to reduce congestion in classes and empty boy's toilet.</p> <p>7th /03/2018 under minute number 5/03/2018 annual budget for UPE was approved.</p>
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<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has publicised all schools receiving non-wage recurrent grants</li> </ul> <p>e.g. through posting on public notice boards: score 3</p>	<p>MC Education department publicized all the 5 primary schools receiving non-wage recurrent</p> <p>However not all the 5 sampled schools publicized non-wage recurrent grants for public viewing in the head teacher’s office. For example:</p> <p>Waluwerere P/S didn’t display non-wage recurrent grants for 2017only displayed 2018 in the head teachers office.</p> <p>Bugubo Butambula P/S term one UGX2,354,234, term two UGX1,951,291, term three UGX 1,888,689.</p> <p>Busanzi P/S received UGX 2,280,000 for term one, received UGX 2,050,000 for term two received UGX 1,670,000 for term three.</p> <p>Ali-Jama P/S received term one UGX 2,549,000, term two UGX 2,030,000 and term three UGX 2,730,000.</p> <p>Hindocho P/S received term one UGX 3,465,753 term two UGX 3,465,753 and term three UGX 3,465,753. Wasn’t on the notice board due school renovation.</p>	<p>3</p>
<p>Procurement and contract management</p>			
<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <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: score 4</li> </ul>	<p>Only two projects were submitted to Procurement Unit on 8th/08/2017. However were submitted to procurement passed deadline as the manual requires.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>Classroom rehabilitation of two classroom at Hindocho P/S cost 35000000. Reference number BMC795/WKS/17-18/00002</li> <li>Construction of four stance pit latrine at cost of 20850000 at Hindocho. Reference numberBMC795/WKS/17-18/00001</li> </ul>	<p>0</p>
<p>Financial management and reporting</p>			

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>	<p>Based on sample of 3, payment requisitions were certified/recommended on time as evidenced below;</p> <p>Wangi General Enterprises Limited- construction of a 2 classroom block at Hindocha Primary School.</p> <p>Requisition Amount- Shs 25,880,000 Requisition date- 13 Mar 2018 MEO Certification date- 18 Mar 2018</p> <p>East zone service station –fuel for Education department</p> <p>Requisition Amount- Shs 1,140,000 Requisition date- 26 Feb 2018 MEO Certification date- 06 March 2018</p> <p>Sonai Restaurant – Supply of food for Head teachers’ meeting</p> <p>Requisition Amount- Shs 300,000 Requisition date- 20 Feb 2018 MEO Certification date- 20 Feb 2018</p>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul>	<p>The department submitted the annual performance report for the previous FY of all quarter.</p> <p>Q1 report submitted on 22nd/ 12/2017</p> <p>Q2 report submitted on 15th/02/2018</p> <p>Q3 report submitted on 28th/05/2018</p> <p>Q4 report submitted on 14th/ 08/2018 which was late (past the deadline of July 31st, 2018)</p>	<p>0</p>



<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <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</li> <li>o If sector has no audit query</li> </ul> <p>score 4</p> <ul style="list-style-type: none"> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>o If all queries are not responded to score 0</li> </ul>	<p>The education sector did not provide information to the internal audit on the status of implementation of all audit findings for the FY 2017/18. The Education department had 3 queries in all the 4 quarterly reports but there was no documentation to show responses and implementation.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines</li> </ul> <p>on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</p>	<p>There was evidence on file to show that Municipal Council Education department and the gender focal persons disseminated guidelines on how senior women / men teacher should provide guidance to girls and boys to handle hygiene reproductive health life skills.</p>	<p>2</p>

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>There was no evidence on file to show that Municipal Council Education department in collaboration with gender department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools.</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>All the 5 sampled schools did not meet the guidelines on gender composition i.e. a third of SMC members must be female</p> <p>For example:</p> <p>Waluwerere P/S SMC were 12, 10 males and 2 females.</p> <p>Bugubo Butambula P/S SMC members were 11, Ladies 3 Men 7.</p> <p>Busanzi P/S SMC members were 13, 5 females and 8 males.</p> <p>Ali- Jama P/S SMC members were 12, 9 men and 3 females.</p> <p>Hindocho P/S SMC members were 12, 5 females and 7males.</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<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.): score 1:</li> </ul>	<p>Municipal Council Education department in collaboration with Environment department did not issue guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education).</p>	<p>0</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all school 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 1</li> </ul>	<p>Environmental Officer didn't screen school all infrastructure projects before approval for construction using the checklist for screening of projects (ESSF) by the Senior Environmental Officer in FY 2017/2018.</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1</li> </ul>	<p>The Environmental Officer and CDO did not visit the sites for all school infrastructure projects to check whether the mitigation plans were complied with.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>Bugiri Municipal has 15 established positions but currently there only 6 deployed staff as per the staffing list for Bugiri municipal council health workers. This provided for only 40% filled positions. There was no PHC wage bill for recruitment for PHC workers</p>	<p>0</p>
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>A recruitment plan for the financial year 2018/19 was available dated 16/06/2018.</p>	<p>6</p>

<p>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</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	<p>There is only one Health centre II being supervised by the municipality called Bugiri Town Council Health Centre II.</p> <p>Namakula Margret nursing officer is the in-charge and was appraised by Namuge Irene health inspector on 28th August 2018 supervised by Kwagala Hellen Assistant town clerk on 29th August 2018.</p> <p>This was 100% appraisal.</p>	<p>8</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4</li> </ul>	<p>Health workers' list on deployment and the annual budget were available for 2018/19. The list was further confirmed at the health facility</p>	<p>4</p>
<p>Monitoring and Supervision</p>			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	<p>Communication to the Health Facility in charge- Bugiri TC dated 17/7/2017 was available; These communications included: circular on HPV; Budgets and grants guidelines ;HIV coordination; service delivery standards ; Rotavirus; PHC grant guidelines</p>	<p>3</p>

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<p>An invitation for a meeting with the in-charge to discuss policies guidelines and circulars was available dated 17/7/2017 and 3/7/2017.</p> <p>Acknowledgement receipt of MOH policies by the in-charge was available and dated 10/07/2017.</p> <p>The Bugiri TC HCII the policies , guidelines and circulars that were found at the facility included:</p> <ul style="list-style-type: none"> <li>Ministry of Health Policy documents dated 17/07/2017;</li> <li>Dissemination of PHC grant guidelines dated 3/7/2017</li> <li>Reminder of HPV dated 10/12/2018</li> <li>Sanitation and hygiene improvement dated 8/08/2017</li> <li>Health care waste management dated 8/8/2017</li> </ul>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Health facility monitoring reports were available for the 4 quarters and they were dated: 10/10/2017; 11/01/2018; 10/05/2018 and 7/7/2018. At Bugiri TC HCII, evidence of support supervision from the supervision log book includes the following supervision dates from the town council; 21/6/2018; 20/02/2018; 12/12/2017. From Bugiri Municipality, evidence from the visitors book as evidence of supervision by inspector included a visit dated 22/06/18; 2/10/2017;27/9/2017.</p>	<p>3</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>• If 100% supervised: score 3</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60% - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	<p>Bugiri Town council had only one health center under the municipal council, Naluwerere HCII. Health facility monitoring reports were available for the 4 quarters and they were dated: 10/10/2017; 11/01/2018; 10/05/2018 and 7/7/2018. At Bugiri TC HCII, evidence of support supervision from the supervision log book includes the following supervision dates from the town council; 21/6/2018; 20/02/2018; 12/12/2017. From Bugiri Municipality, evidence from the visitors book as evidence of supervision by inspector included a visit dated 22/06/18; 2/10/2017;27/9/2017.</p>	<p>3</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4</li> </ul>	<p>Health facility monitoring reports were available for the 4 quarters and they were dated: 10/10/2017; 11/01/2018; 10/05/2018 and 7/7/2018 made recommendations on lighting in the facility, drugs supply, moonlight testing at Naluwerere. Fencing of the Naluwerere Health Center II. It was also recommended that the community hall be used of health outreach services like Immunization.</p>	<p>4</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the recommendations are followed</li> <li>– up and specific activities undertaken for correction: score 6</li> </ul>	<p>From the MHT quarterly meetings, evidence for specific actions seen following up on the recommendations. These included communication letters to the in-charge of Bugiri HCII arising from the reports from different quarter visits. Communication on general cleanliness and waste management by coming up with a waste management plan was communicated to council.</p>	6
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>Bugiri MC has only one Health facility – Bugiri TC Health Center II and their information is available in BPS at the DHOs office as well as evidence in the performance contract for PHC funding was available. The hard copies of the HMIS files were seen at the facility. The HMIS reports feed the HSD- Bukooli North, the DHO and municipality. This was confirmed at the DHOs office.</p>	10
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>Sectoral Committee sitting on 21st January 2018 under MIN4 SSC21st January, 2018: discussion of a report on general cleanliness by the Ag. Principal Health Inspector. Bullet 2 performance of the new garbage management plan</p> <p>Sectoral Committee sitting on 2nd August 2017, MIN 4 SSC 2nd August, 2017: Presentation of the 5 year Development Plan for Education and Health Dept. Paragraph 4.</p>	2



<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>Sectoral Committee on social services recommended to council approval of 1) the garbage Management Plan. Council sitting on 27th /02/2018 under MIN 6 NCM 21 Dec. 2017 Presentation of the Municipal Garbage Management Plan</p> <p>Municipal Council sitting on 27th Feb.2018 under MIN 5 NCM 27th Feb. 2018: Presentation of a report on the performance of the new Garbage Management Plan by the Social Services Committee</p>	2
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>If 100% of randomly sampled facilities: score 6</li> <li>If 80-99 %: score 4</li> <li>If 70-79: %: score 2</li> <li>If less than 70%: score 0</li> </ul>	<p>HUMC meeting minutes for Bugiri TC HCII were seen and they were dated: 5/9/2017 and issues discussed included work plan, budgets and procurement; 15/12/2017 and issues discussed were presentation of work plan and annual budgets;8/3/2018 which included review of second quarter reports ; and 20/06/2018 and discussed was immunization program as the major item.</p>	6
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>The noticeboard of health department have PHC grants on the noticeboard and the same was done at the facility.</p>	4
Procurement and contract management			

<p>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</p> <p>Maximum 4 for this performance measure</p>	<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 for the current FY: score 2</li> </ul>	<p>A user department procurement plan for supplies, works and consultancy as well as non-consultancy services for health department was available and submitted on 19th /April/2018.</p>	<p>2</p>
<p>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</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>Procurement requisitions for construction of OPD, maternity /general ward and renovation of the existing staff quarter for Bugiri TC HCII were originated by Health Inspector and approval to procure had been done, However the process of requisition had not been concluded by the time of the assessment as all the required signatures had not been attached.</p>	<p>0</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>Based on sample of 3, payment requisitions were certified/recommended by different parties on behalf of the Health Officer (the Municipal Health Officer position was not substantively filled) on time as evidenced below;</p> <p>Nkabi Investments Limited- construction of 3- stance water borne pit latrine at Ndifakulya market Requisition Amount- Shs 3,952,950 Requisition date- 23 May 2018 MHO Certification date- 11 June 2018</p> <p>Wagoina Sam- inspection of 200 food premises to prevent water borne disease outbreak. Requisition Amount- Shs 1,070,000 Requisition date- 26 April 2018 MHO Certification date- 26 April 2018</p> <p>Nkabi iNvestments Limited- construction of 3- stance water borne pit latrine at Ndifakulya market. Requisition Amount- Shs 22,030,500 Requisition date- 27 April 2018 MHO Certification date- 04 May 2018</p> <p>The Health Assistant officer certified payments on behalf of the MHO. This is attributed to the vacancy of the Municipal Health Officer for a period of time.</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the depart- ment submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid- July for consolidation: score 4</li> </ul>	<p>The department submitted the annual performance report for the previous FY of all quarter.</p> <p>Q1 submitted on 3rd /10/2017</p> <p>Q2 submitted on 5th /01/2018</p> <p>Q3 submitted on 6th/04/2018</p> <p>Q4 submitted on 5th/07/2018</p>	<p>4</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>• If sector has no audit query: Score 4</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: Score 2 points</li> <li>• If all queries are not responded to Score 0</li> </ul>	<p>The Health department had 1 query in quarter 4 report that it responded to in a document dated 07 Sept 2018 Ref: BMC/209/2.</p> <p>There were 2 more queries in quarter 2 that were not responded to.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2</li> </ul>	<p>A communication on appointment of Bugiri town council health center II management committee dated 3/4/2017 was seen.</p> <p>The HUMC has 4/7 women (57%).</p>	<p>2</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<p>A communication from the health inspector on sanitation and hygiene improvement was sent to the health facility dated 8/8/2017. This was confirmed in the town council health facility.</p>	<p>2</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>Not Applicable as no project had been done</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2</li> </ul>	<p>Not Applicable as no project had been done</p>	<p>0</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has is- sued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal2: score 4.</li> </ul>	<p>A communication from the health inspector on health care waste management was sent to the health facility dated 8/8/2017. The health waste charts were also confirmed at the health facility pinned in the service center.</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY:               <ul style="list-style-type: none"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	N/A, National Water and Swerage Co-operation mandated to supply water in Municipality.	0
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.               <ul style="list-style-type: none"> <li>o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15</li> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	N/A, Water supplied by NWSC	0
Monitoring and Supervision			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> <li>• List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>Procurement and contract management</p>			

<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>



<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<p>N/A. Water supplied by NWSC</p>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	<p>NA</p>	<p>0</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <li>If sector has no audit query score 5</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: score 3</li> <li>If queries are not responded to score 0</li> </ul> </li> </ul>	<p>N/A. Water supplied by NWSC</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii( carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	<p>N/A, Water supplied by NWSC</p>	<p>0</p>