



Local Government Performance Assessment

Bukwo District

(Vote Code: 567)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	39%
Educational Performance Measures	41%
Health Performance Measures	50%
Water Performance Measures	45%

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 PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • 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"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<ul style="list-style-type: none"> • LG submitted to MoFPED Annual Performance contract for the FY 2018/19 on the 25th July 2018. 	Yes
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"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> • LG submitted to MoFPED Budget that included Procurement Plan for the FY 2018/19 on the 25th July 2018. 	Yes

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"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<ul style="list-style-type: none"> • LG submitted to MoFPED the Annual Performance Report for FY 2017/18 on 24th August 2018. 	<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"> • 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). • If LG submitted late or did not submit at all, then it is not compliant. 	<ul style="list-style-type: none"> • Though the LG submitted to MoFPED the Budget Performance Reports for all four Quarters FY 2017/18 the Performance Report for Quarter 4 was submitted on 24th August 2018 which was past the due date. The others were submitted on the following dates: <p>Quarter I report: 12th/02/2018</p> <p>Quarter II report: 20th/02/2018</p> <p>Quarter III report: 14th/05/2018.</p>	<p>No</p>

Audit

<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"> • If LG submitted a ‘Response’ (and provide details), then it is compliant • If LG did not submit a ‘response’, then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<ul style="list-style-type: none"> • The LG submitted information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General’s findings for the previous financial year 2016/17 on 18th April, 2018 for all findings as per copy verified from MOFPED’s inventory records of LG submissions of statements of “Actions to address Internal Auditor General’s findings” The mandatory deadline for submission was 30th April 2018 (PFMA s. 11.2g). Therefore, the LG was compliant, <p>Also our analysis of the information submitted above revealed that, the Internal Auditor General’s office raised a total of 23 queries during the FY 2017/2018, which were all responded to, whereas the office of the Auditor General raised a total of 6 queries which were also all cleared.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<ul style="list-style-type: none"> • The LG Financial Statement was not adverse or disclaimer. 	<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"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<ul style="list-style-type: none"> • District Physical Planning Committee had not been constituted by the time of assessment. 	0
<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"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<ul style="list-style-type: none"> • Minutes had not been submitted to MoLHUD because the District Physical Planning Committee was not in place. 	0

<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"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<ul style="list-style-type: none"> • LG lacked a Physical Development Plan and did not maintain a building plan register thus no relevant documents were availed for review. 	<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"> • Action area plan prepared for the previous FY: score 1 or else 0 	<ul style="list-style-type: none"> • LG did not have Action Area Plan covering the FY 2017/18 at the time of assessment. 	<p>0</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

Maximum 5 points on this performance measure.

- Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.

- The Budget Conference report for FY 2018/19 dated 17th November 2017 prepared by District Planning unit identified some priorities under pages 9-12 in Health, Education, Roads and Water that are also contained in the AWP FY 2018/19. For instance under Health -construction of a pit latrine in Aralam in HC II, under Roads periodic road maintenance of Kapkoros-Chemwabit road, under Water extension of piped WSS (GFS) in Senendet, Bukwo and Suam SCs was prioritised in both documents.

<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"> • 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 approved by the Council. Score 1. 	<p>Capital investments in the approved Annual Workplan for FY 2018/19 were derived from the District Development Plan, for example:</p> <ul style="list-style-type: none"> • Construction of mortuary at Bukwo General Hospital (pg 52-53 of AWP and in DDP pg. 70, 121) • Extension of Tasakya piped Water Supply System (GFS) [Chemwabit-Tyobei, and Cheboi] contained on pg. 76 of AWP FY 2018/19 and pg. 72 and 116 of the DDP • Road works pg. 67-70 of AWP and pg. 71 and 106-107 of the DDP 	
--	---	---	--

<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"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<ul style="list-style-type: none"> • Project profiles for FY 2018/19 had not been prepared by the time of assessment 	<p>0</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Annual Statistical Abstract 2016/17 had not been prepared and applied in planning. 	<p>0</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"> • 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 	<p>Though most of the infrastructure projects implemented by the LG in FY 2017/18 were derived from the AWP and budget approved by Council for the said year, there had been a change of site for one project and no evidence of approval by Council was availed at time of assessment, that is, rehabilitation of two classrooms which had been planned for Chepkwasta PS was changed to Chemukang PS (pg 47 of AWP and pg 61 of Qtr 4 report)</p> <p>The following projects were drawn from the AWP:</p> <ul style="list-style-type: none"> • Construction of district council hall phase III and Bukwo Town council administration (pg. 36 of Q4 report, pg. 29 of AWP) • Maternity ward in Kapkoloswo HC III completed (pg. 57 of Qtr 4 report, pg. 43 of AWP) • One 5 stance VIP latrine constructed in Amanang Primaryschool to completion (pg 62 of Qtr 4 report, pg 47 of AWP) • Community Access Roads maintenance (pg 67-68 of Qtr 4 report, pg. 50-51 of AWP) • Rehabilitation of 17 km roads in the Town council (pg 68 of Qtr 4 report, pg. 51 of AWP) • Routine maintenance of 74 km of district roads (pg 68-69 of Qtr 4 report, pg. 52 of AWP) • Extension of Tasakya GFS from Chemwabit Parish to Tuyobei vilage, Engineering Design; extension of Chesower GFS in Chesower; extension Bukwo muimet barracks (pg 73 of Qtr 4 report against pg 56 of AWP) 	0
<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"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<ul style="list-style-type: none"> • 90% (9 out of the 10) of investment projects implemented in FY 2017/18 were completed as per plan while for 1 project the site had been altered. 	2

<p>The LG has executed the budget for construction of investment projects and O&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"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>All investment projects implemented in FY 2017/18 were completed within approved budget. The total expenditure on the following sample of investment projects was 320,699,000= against total budget of 320,699,000=, representing 0% variance from approved budget:</p> <ul style="list-style-type: none"> • Construction of district council hall phase III and Bukwo Town council administration (pg. 36 of Q4 report, pg. 29 of AWP) spent 193,104,000 against budget of 193,104,000 • Maternity ward in Kapkoloswo HC III completed (pg. 57 of Qtr 4 report, pg. 43 of AWP) spent 78,565,000 against budget of 78,565,000 • One 5 stance VIP latrine constructed in Amanang Primary school to completion (pg 62 of Qtr 4 report, pg 47 of AWP) spent 10,030,000 against budget of 10,030,000 • Rehabilitation of two classrooms in Chemukang PS (pg 61 of Qtr 4 report) pg 47 of AWP spent 39,000,000 against budget of 39,000,000 <p>NB: Sample of 5 could not be met because the other 6 projects were under roads and water. There was a variance of +97% on rehabilitation of 17 km of roads in Bukwo town council.</p>	2
<p>The LG has executed the budget for construction of investment projects and O&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"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<ul style="list-style-type: none"> • It was not evident that LG had conducted a systematic review of assets and infrastructure (aside from roads and water projects) that required maintenance. • Only Education sector budgeted for and implemented O&M: supplied and installed lightning arrestors in Riwo, Kaptererwo and Chesimat primary schools (pg 61 of Qtr 4 report) spent 17,500,000 against budget of 17,500,000 (pg 47 of AWP). 	0
Human Resource Management			

<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"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>Only 22% (2 out of 9) HoDs positions had been filled as per the approved structure dated 10/8/17. The (2) positions of CFO and DEO are substantively filled under BDSC Minute Nos. 29/2008 and 54/2009 respectively. Five positions are filled with assigned staff including DHO, DE, DCDO, DNRO, and DPO. The position of the District Commercial Officer is still vacant. It was reported that the district had failed to attract suitable candidates however some positions were lasted advertised in February 2015 i.e. DE, DNRO and DHO, etc.</p>	<p>0</p>
<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"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>Only the annual performance report (FY 2017/18) for CFO was on file and signed by CAO-Francis Odap but not dated. The annual performance appraisal reports for other HoDs were not seen at the time of the assessment.</p>	<p>0</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"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>100% (All the 47) posts submitted had been considered by DSC as detailed below: In FY2016/17, a total of (62) posts were submitted to DSC for filling by the CAO as per the submission lists dated 4/6/18 (22), 12/2/18 (23), 10/4/18 (12), 22/6/18 (4) and 18/6/18 (1) respectively. Out of the (62) posts, only (47) posts were considered by the DSC in FY 2017/18 as per the minute extracts of Bukwo DSC meeting held on 9/3/18 under DSC Min no.28-29/2018; April 24-25, 2018 under DSC Min no.60/2018; and June 21st to July 2nd , 2018 under DSC minute no.54/2018 and 68/2018 respectively</p> <p>It was noted that (15) posts had not been considered by DSC due to wage shortfall as per the letter to the Secretary DSC by the CAO (Francis Odap) dated 4/6/18</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"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>100% (All the 10) staff submitted for confirmation had been considered by DSC.</p> <p>In FY 2017/18, the CAO submitted (10) files for confirmation of staff in appointment as per the submission letters dated from 9/4/18 to 2/5/18 and the subsequent DSC extracted minutes for 2018 held on 9/3/18, April 24-25, 2018 and June 21st to July 2, 2018 under Min Nos. 6/2018, 27/2018 and 51/2018 respectively.</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"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>In FY 2017/18, 100% (All the 12) cases of disciplinary action submitted by CAO on 6/3/18 had been considered by DSC as per the minute extract of the BDSC meetings held from March 21-23, 2018 under DSC Min No.13/2018.</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"> • 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 	<p>In FY 2017/18, 70% (31 out of 44) LG staff recruited under DSC Min No.54/2018, dated June 21st to July 2nd, 2018, and appointed on 4/7/18 accessed the salary payroll in September 2018.</p> <p>It was also noted that (11) Education Assistants II, recruited under DSC Min No.29/2018 and appointed on 31/05/18; did not access the salary payroll within (2) months after appointment-all accessed the payroll in September 2018.</p>	<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"> • 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 	<p>In FY 2017/18, none (0%) of the (5) LG staff who retired in FY 2017/18 accessed the pension payroll within (2) months after retirement.</p>	<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"> • 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. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>There was a decrease of 25.43% in LG OSR in the FY 2017/18 as compared to the FY 2016/17.</p> <p>Review of annual financial accounts for the previous two years(2016/2017 & 2017/2018) revealed that the LG had decreased LG own source local revenues from shs 151,216,465 in the FY 2016/2017 to shs 112,765,992 in the FY 2017/2018, lower by shs 38,450,473 which is 25.43% below the previous year but one (2016/2017). This is lower than the minimum increase of 5% required.</p>	<p>0</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"> • 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. 	<p>Results from our verification of both annual budget and financial accounts for the previous year 2017/2018 revealed that the LG local revenue collection ratio exceeded the standard deviation of +/- 10% against the budget as demonstrated below:</p> <p>Total Local Revenue Planned/Budgeted for FY 2017/2018 was Shs 250,000,000, whereas the total actual local revenue collected was shs 112,765,992, representing a percentage of local revenue collected against planned for the FY 2017/2018 of 45.11%. $(112,765,992/250,000,000) \times 100\%=45.11\%$. The uncollected portion is 54.89% which is more than +/- 10% recommended by the manual.</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"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>LG had not remitted the mandatory LLG share of local revenues.</p> <p>Review of annual financial statements together with remittances from sub-counties revealed that the District had no evidence showing that the LG remitted the mandatory LLG share of local revenues of 65%, instead there was evidence showing that the LLG remitted their mandatory share of local revenues of 35%.</p> <p>Examples of remittances from sub-counties to the district were as follows:</p> <ul style="list-style-type: none"> Suam sub-county deposited shs 2,500,000 on stanbic bank a/c no.90300563521-Kapchorwa branch on 31/5/2018, cheque no.005282. Senedet sub-county deposited shs 500,000 on stanbic bank a/c no.90300563521-Kapchorwa branch on 29/6/2018 Chepkwasta sub-county deposited shs 250,000 on stanbic bank a/c no.90300563521-Kapchorwa branch on 25/1/2018 Kapterewo sub-county deposited shs 160,000 on stanbic bank a/c no.90300563521-Kapchorwa branch on 3/2/2018 	<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"> 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 	<p>The LG total expenditure on council allowances and emoluments exceeded the mandatory 20% of OSR collected in the FY 2017/18.</p> <p>Review of the annual financial statements revealed that the total council expenditures on allowances and emoluments (including from all sources) exceeded the mandatory 20% of the LG own source revenues collected as demonstrated below:</p> <p>Total expenditure on council allowances during FY 2017/2018 was Shs161,925,000 as per the account code 2-1-1-1-03 in the annual financial statement, whereas total actual local revenue collected was only shs 112,765,992, representing 143.6% of OSR used. The reason for over expenditure was that there was low local revenue base.</p>	<p>0</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"> 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 	<p>The district has the positions of Senior Procurement Officer and Procurement Officer substantively filled.</p> <p>Senior Procurement Officer: Joseph Araptai was recruited under DSC Min. No.BKW/DSC/ 52.3/2016</p> <p>Procurement Officer: Cherop Emily was recruited under DSC Min. No. BKW/DSC/72.2/2016</p>	<p>2</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"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>In a communication dated 6th March 2018, to the CAO, Bukwo District, the Contracts Committee notes that they were guided by evaluation committee reports to approve and recommend firms for the award of contracts for the period 2017/2018 which is an indication that TEC produced and submitted reports to the Contracts Committee</p>	<p>1</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"> Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>In the communication dated, 6th March, 2018 the Contracts Committee indicates that they were guided in their sitting of 5th January to approve firms as per the recommendations of TEC. There were no deviations from those recommendations recorded.</p>	<p>1</p>

<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure 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 	<p>Procurement and Disposal plan for current FY is in place and endorsed by CAO on 29th April 2018. The plan contains all infrastructure projects in the approved annual work plan. In the Previous FY, the LG largely adhered to the procurement plan of the previous FY.</p>	<p>2</p>
<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"> For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>For the current FY, bid documents will be developed for 7 infrastructure projects. 5 of these were completed by August 30th 2018 which translates into 71%</p>	<p>0</p>

<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"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>The Contracts register for 2017/2018 is in place. However, at the time of assessment, it was not updated. For some of the procurement's, it lacked; amount paid, address/contact, Amount committed/retained and balance</p> <p>The procurement activity files were complete as is required by the key records to check on the procurement file designed by PPDA, April 2008</p>	<p>0</p>
<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"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>For the previous FY, the LG adhered to the procurement thresholds.</p> <p>For projects above 50 million, such as the completion of the maternity/general ward at Kapkoloswo Health Centre 3, Tasakya GFS extensions (from Senendet to Chemwabit Parish), construction of Administration Block at Bukwo Town Council, the Open National Bidding method was used. For these, the advert posted in the New Vision Newspaper was availed.</p> <p>For those below 50m, the selective bidding method was used</p>	<p>2</p>

<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"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>All sampled works projects were appropriately certified</p> <p>e.g.</p> <p>(a) Extension of Gravity flow from Bukwo Sub-County Head Quarters to Muimet barracks-</p> <p>Interim certificate 1 dated 9/4/2018 and worth 38,374,200/= was issued against the investment</p> <p>Interim certificate 2 worth 102,150,000/= and dated 12/4/2018, was issued against the investment</p> <p>A certificate of practical or partial completion was also issued against this investment</p> <p>(b) Construction of Administration Block at Bukwo Town Council</p> <p>Commencement date: 27/1/2018</p> <p>Completion date: 8/5/2018</p> <p>Contract Value: 88,853,974/=</p> <p>Interim certificate No.1 dated 8/05/2018, worth 79,346,598/= was issued. The certifying officer was the Assistant Engineering Officer</p> <p>A certificate of practical or partial completion was also issued against this investment</p> <p>(c) Construction of a 5 stance pit latrine at Amanang P/S</p> <p>Contract Value: 20,064,000/=</p> <p>Interim Certificate, dated 12/6/2018, worth 19,060,800/= was issued against this investment</p>	<p>2</p>
<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"> 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 	<p>The district has not started implementing any works project this financial year (2018/2019)</p>	<p>2</p>

Financial management			
<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"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The LG had not made upto date bank reconciliations at the time of the assessment..</p> <p>Review of bank reconciliations which were manually recorded in the various cashbooks for individual bank accounts revealed that, the LG made monthly bank reconciliations, but were not up-to-date at the time of this assessment (9/9/2018) as demonstrated in the examples below;</p> <p>(1) Stanbic bank a/c 9030013782163-Kapchorwa branch , in the names of “ Bukwo LG works operational account ”was last reconciled and approved as at 30/6/2018 , with balance as per cash book of shs 64,493.</p> <p>(2) Stanbic bank a/c 9030005639777-Kapchorwa branch, in the names of” Bukwo LG Education operational account” was last reconciled and approved as at 30/6/2018 , with balance as per cashbook of shs 37,278.</p>	0
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY <ul style="list-style-type: none"> – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>The LG had made timely payment of suppliers during the FY 2017/18</p> <p>The review of payments together with supporting documents attached, including contracts, revealed that the LG made timely payments to suppliers.</p> <p>Examples of contracts verified include;</p> <p>(1) Procurement no. Bukw567/wrks/17-18/0023, for gravity flow scheme extension by Kangasi Technical Services Co ltd, contract price shs 42,638,000, date of award 22/1/2018, commencement date 16/2/2018, completion date 30/3/2018, date of payment 13/4/2018, payment voucher no,8/05/18, amount paid shs 38,374,200.</p> <p>(2) Procurement no.Bukw567/srvcs/17-18/008, for repair and service of m/v reg no, UG 4047M by Eastern motor care ltd, contract price (open), date of award 27/7/2017, commencement date 1/8/2017, completion date 30/10/2017, date of payment 1/11/2017, payment voucher no,1/11/17, amount paid shs 2,700,000 out of total amount of shs 4,193,140.</p>	2

<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"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG had a substantive Senior Internal Auditor as per the .appointment letter ref: CR/160/1, dated 22/12/2005 in the names of Batya D. Alinyo (the current head of audit department), for the post of District Internal Auditor , salary scale, U2 Upper.</p>	<p>1</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"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG had produced all quarterly Internal Audit Reports for FY 2017/2018 as indicated below:</p> <ul style="list-style-type: none"> • Quarter 1 internal audit report was dated 25/10/2017, referenced as CR/251/1 and submitted to LG-PAC on 30/10/2017.. • Quarter 2 internal audit report was dated 28/2/2018 , referenced as CR/251/1 and received by LG-PAC on 1/3/2018. • Quarter 3 internal audit report was dated 28/4/2018 , referenced as CR/251/1and received by LG-PAC on 29/4/2018. • Quarter 3 internal audit report was dated 28/8/2018 , referenced as CR/251/1 and received by LG-PAC on 27/8/2018. 	<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 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 LG had provided information to the council and LG PAC on the status of implementation of internal audit findings as shown below:</p> <ul style="list-style-type: none"> • Quarter 1 internal audit report was dated 25/10/2017, referenced as CR/251/1 and submitted to LG-PAC on 30/10/2017.. • Quarter 2 internal audit report was dated 28/2/2018, referenced as CR/251/1 and received by LG-PAC on 1/3/2018. • Quarter 3 internal audit report was dated 28/4/2018 , referenced as CR/251/1 and received by LG-PAC on 29/4/2018. • Quarter 3 internal audit report was dated 28/8/2018 , referenced as CR/251/1 and received by LG-PAC on 27/8/2018. <p>However, the total number of queries raised were 46, 19 were cleared and 27 were pending.</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>	<ul style="list-style-type: none"> • 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. 	<p>Though internal audit reports for the previous FY 2017/2018 were submitted to LG Accounting Officer, LG PAC in the order shown below, there was no evidence such as review minutes or letters of follow up showing that they were either reviewed or followed up:</p> <p>Quarter 1 was received and stamped by CAO and LG PAC on 30/10/2017.</p> <p>Quarter 2 was received and stamped by CAO and LG PAC on 1/3/2018.</p> <p>Quarter 3 was received and stamped by CAO and LG PAC on 29/4/2018.</p> <p>Quarter 4 was received and stamped by CAO and LG PAC on 27/8/2018.</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"> • 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 	<p>The LG maintains a detailed and up-to-date assets register, but not as per format in the accounting manual e.g</p> <p>(1)-Motor cycle reg, no.UBA 418Y,YAMAHA, with a cost of shs 5,700,000, location at Forest & environment department., total depreciation of shs 5,270,504 and Net Book Value shs 429496.</p> <p>(2)- Motor vehicle(Land Crusher Ambulance) reg, no.UG 2148M, with a cost of shs 46,875,000, location at Bukwo HC IV, total depreciation of shs 43,009,530 and Net Book Value shs 3,865,470.</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"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<ul style="list-style-type: none"> • The LG Financial Statements 2017/2018 had unqualified audit opinion. 	<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"> 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 	<p>Review of three (3) sets of minutes of Council for FY 2017/18 indicated that though Council had discussed some service delivery issues, they had not discussed performance assessment results for FY 2017/18 and LG PAC reports. Though LG PAC reports were to have been discussed in Council meeting of 22nd December 2017, Council resolved under Min. 8/BDC/12/2017 that those for FY 2015/16 that had been presented had been long overdue and overtaken by events and they needed to discuss only more current reports.</p> <p>Examples of service delivery issues discussed were:</p> <ul style="list-style-type: none"> Meeting of 29th March 2018: laying of budget estimates and plans for FY 2018/19 under Min. 20/BDC/2018 Meeting of 25th May 2018: Committee recommendations relating to 2018/19 budgets and workplans under Min. 19/BDC/12/2018 and presentation of budget estimates and plans for FY 2018/19 for council approval under Min. 20/BDC/12/2018. 	<p>0</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"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1. 	<ul style="list-style-type: none"> LG had not designated a person to coordinate response to feedback as at time of assessment. 	<p>0</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"> 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 	<ul style="list-style-type: none"> LG had not specified, displayed and publically made available a system for recording, investigating and responding to grievances as at time of assessment. 	<p>0</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"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<ul style="list-style-type: none"> • The payroll for August 2018 and pensioner schedule had not been published on public notice boards at time of assessment 	<p>0</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"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<ul style="list-style-type: none"> • The LG had not published the Procurement plan for FY 2018/19 and awarded contracts. However only Bid notice No. 001/FY2018/19 was under display on the noticeboard at the District headquarters. 	<p>0</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"> • 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. 	<ul style="list-style-type: none"> • The LG had not published performance assessment results for FY 2017/18 and implications as at the time of assessment. 	<p>0</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"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>The district LG had communicated and explained guidelines and circulars issued by the national level to the LLGs as evidenced by:</p> <ul style="list-style-type: none"> • DTPC meeting of 1st Nov 2017 discussed guidelines on Budget conference and BFP under Min. 3/DTPC/17 and DDEG guidelines under Min. 5/DTPC/17. • Issued DDEG guidelines 2018/19 by LLGs on 28th Sept 2017, and releases for Qtr 3 2017/18 to LLGs. 	<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"> 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. 	<p>The LG had conducted discussions with the public in FY 2017/18, as evidenced by:</p> <ul style="list-style-type: none"> Report by DCDO on Female Genital mutilation (FGM) Marathon conducted in September 2017 included sports, speeches, drama and songs indicated that over 5,000 people were sensitised on FGM, and another report for August 2017 indicated that rallies were held with over 700 people met during community policing meetings in the 4 sub counties of Riwo, Kabei, Kortek and Chepkwasta Qtr 4/Annual report FY 2017/18 (pg.49) which indicates that 1 Radio Talk show on registration of SACCOs was conducted on Sabiny FM by Production and Marketing sector. 	<p>1</p>
<p>Social and environmental safeguards</p>			
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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. 	<p>The LG has made some efforts to mainstream gender, vulnerability and inclusion in their activities. For instance on 8th May, 2018, the Senior Community Development officer engaged Heads of Department from the district and town council on issues of gender especially in the agriculture sector.</p>	<p>2</p>
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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 implement-ted: score 2. 	<p>The Department has planned more than 2 activities for the current FY to strengthen women's roles and address vulnerability and social inclusion. These include: Training women on income generating activities, procuring PWD technologies and supplies, mobilisation of women and youths to form groups.</p> <p>Payment vouchers indicating that 1,720,000/= (dated 1/3/2018) was released for women's day 2018 and 600,000/= (dated 3/1/2018) was released to facilitate mobilisation of women to form groups were availed. The annual work plan for women activities was 2,746,000/=. This translates into 84.4% of previous year's budget implemented for gender activities</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"> • 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 	<p>Evidence of environmental screening availed for some projects e.g. for the extension of the Bukwo GFS and Tasakya GFS. Certifications signed by the environment officer for each works/infrastructure project indicate that environmental issues were identified and mitigation measure planned and budgeted for.</p> <p>Furthermore, a payment voucher dated 2/3/2018 indicates that 2,930,000/= was released for monitoring and evaluation for environmental compliance</p>	<p>1</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"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>The LG has made some effort to integrate environmental issues in the bid documents. However, the social management issues are not captured</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"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>Some of the projects such as the construction of the administrative block in Bukwo TC are on Government Land, however written agreements for projects on church and or community land were not availed at the time of assessment</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"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>Completed projects such as the construction of a 5 stance latrine at Amanang P/S, extension of the Bukwo GFS, construction of the administration block at Bukwo TC, have environmental certification but the CDO did not endorse the form for any of the projects</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"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>The LG has environmental certification of project works such as that produced for the construction of a 5 stance latrine at Amanang P/S, dated 11/6/2018. It has a “Paid” stamp on it which indicates that it was considered before payments were made.</p> <p>However, the certificate omits social issues and is endorsed only by the Environmental Officer. The DCDO did not make an input to the certification and neither did he endorse it</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"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>No monthly reports on environmental matters by Environmental officer and CDO were availed at the time of assessment</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment 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>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>The Bukwo LG performance contract and the Approved Work Plan (page 55) for FY 2018/2019 have a budget provision of UGX. 4,139, 689,690/= for the salaries of 512 teachers in 49 primary schools.</p> <p>The wage bill as per staff lists in primary schools is UGX 3,259,973,204/= to cater for 512 teachers in 49 primary schools. Implying that the LG budget FY 2018/19 is sufficient for a head teacher and a minimum of 7 teachers per school. On average, this budget provision can cater for 10 teachers per school.</p>	4
<p>The LG education de- partment 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>	<ul style="list-style-type: none"> 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>Although during the visit to the four sample schools (Kabyoyon PS, Kwirwot PS, Kapkoros PS and Saum PS) indicated that they all had at least 8 teachers with a head teacher inclusive, the staff lists for some schools did not have a minimum of 7 teachers and a head teacher as per the guidelines. This was also confirmed by the LG education department.</p> <p>The examples of primary seven class level schools deployed with less that 7 teachers included: Ndilai PS(4 teachers), Ariowet PS(4 teachers), Yemitek PS (2 teachers) , Tuyobei PS(4 teachers), and Muimet PS (5 teachers) as per staff lists generated on 4th of September 2018 in the performance contract</p>	0

<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"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>In performance contract 2018/2019 (page 55), the wage bill provision for 512 teachers in 49 primary schools is sh. 4,139, 689,690. Of 512 teachers in wage bill, 501 in post. This translates to 98%. Of the 49 headteachers, 21 headteachers are substantively appointed.</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"> • 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 	<p>The LG structure approved on 29th, June 2017 indicated has three (3) positions of school inspectors, and all have been filled with Chemoges. J. Wafula , Yapchesanga Mary Florence and Koti Francis Sawan as per as the staff list dated 31st July 2018.</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"> • Primary Teachers: score 2 	<p>There was no evidence that the LG Education had submitted recruitment plan for primary to HRM in FY 2018/19</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"> • School Inspectors: score 2 	<p>Since the positions of Inspector of schools were already filled, hence, no need for the recruitment.</p>	<p>2</p>
--	---	---	----------

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"> • 100% school inspectors: score 3 	<p>In FY 2017/18, 33.3% (1 out of 3) Inspectors of schools had been appraised.</p> <p>The annual performance report for Senior Inspector of Schools (Chemonges Wafula) was on file, duly filled and signed by Ag.CAO.</p>	<p>0</p>
---	--	---	----------

<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"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>Only 2% (1 out of 20) sampled head teachers (HTs) had been appraised for calendar year 2017.</p> <p>Bukwo District has a total of (49) Government aided Primary schools, with 20 substantive HTs. E.g. Mr.Ssabbi Simon (HT-Kwirwot P/s) signed a performance agreement form on 13/2/2017 and his annual performance report 2017 was signed and stamped by DEO on 17/11/2017.</p>	<p>0</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"> • 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 	<p>The department presented limited evidence of circulars received and communicated to schools in the previous FY 2017/18. These circulars included: Most of the circulars that the department presented were for the period of 16/17. The few circulars for FY 2017/18 included:</p> <p>(1) Supervision tool circular received on 17/10/2017</p> <p>(2) P7 Assessment examination 2018</p> <p>There was no sufficient evidence of the circulars in four primary schools: Saum P/S, Kabyoyon P/S, Kwirwot P/S, Kapkoros P/S, with the exception of guidelines about PLE examination and weekly tracking tool for teachers.</p> <p>The DEO and headteachers claimed that they often use SMS communication instead of physical delivery.</p>	<p>0</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"> • 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 	<p>On 8th /8/2018, the DEO held stakeholders' meeting, where 68 members attended and discussed general policy issues to improve quality of education especially school feeding in schools, new teacher supervision tools and general policy issue. Notably , all schools were implementing the tracking and submitting the report to DEO</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"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Bukwo DLG has 49 government and 38 private primary schools.</p> <p>school Inspection coverage as per reports:</p> <p>In Term III -2017 the school inspection indicated that 49 government and 35 private schools were visited and 3 private schools were not inspected. (93%)</p> <p>Term II 2017, 47government and 27 private schools were inspected(91%)</p> <p>Term 1 2017, 47 government and 32 private schools and forwarded to DES (91%)</p> <p>As inspection reports, coverage = $(93 +91+91)/3 = 275/3 = 91.7\%$</p> <p>Sample schools' inspection coverage</p> <p>In Saum P/S, there was evidence of 2 inspection visits on 13/11/2017 and 01/6/2017 (67%)</p> <p>In Kabyoyon P/S , there was no evidence of inspection (0%)</p> <p>In Kwirwot P/S, there was evidence of 2 inspection on 20th/ 2/2018 and 2/11/2017(67%)</p> <p>In Kapkoros P/S), there was evidence of 3 inspections on 23/2/2018, 2nd/9/2017 and 23/06/2017(100%)</p> <p>Average sample school inspection coverage = $(0 +67+67+100)/4 = 58.5\%$</p> <p>Overall school inspection = $(91.7 +58.5)/2 = (150.2)/2 = 75\%$</p> <p>Thus , 75% of the expected school inspection was conducted.</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"> • 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 	<p>Although the DEO claimed that they usually meet to discuss inspection reports, there was no evidence that they had met in the FY 2017/18. They presented departmental minutes of meetings on 20/03/2017, which was in the FY 2016/17. There was no evidence of minutes for the claim that they recommended decisions to reduce absenteeism of teachers and pupils in schools, although there was evidence that headteachers report weekly attendance of teachers.</p>	<p>0</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"> • 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 	<p>The school inspection reports academic year 2017 were forwarded to DES on the following dates; 19th –March – 2018, report Term III 2017 , 9th –December -2017, report Term II 2017, 12th –may -2017 , report Term I 2017 .</p>	<p>2</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"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There was no evidence that recommendations of education department were followed up , although in all the sampled school, headteachers frequently monitored teachers' attendance upon which some took administrative decisions to follow up teachers. For example, an apology letter from a teacher in Chekwir primary school on 20th /03/2017 was based on FY 2016/17</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>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>List of schools that submitted the EMIS reports 2017 are consistent and accurate with list of schools in PBS. That is , EMIS reports was submitted from 49 government aided primary schools, which is the accurate number of schools recorded in PBS.</p>	<p>5</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"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>Enrolment data for 49 schools submitted to the MoES were not accurate and inconsistent with that captured in PBS. For example, according to EMIS 2017 from MoES, a total of 35,591 pupils were enrolled in 49 government-aided primary schools, while in PBS, the total enrolment was 33, 349 in (AWP-page 55). These values from the two data sources differed by 2,242 pupils.</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee re- sponsible 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"> • 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 	<p>Though Social services committee had met and discussed some service delivery issues, they had not discussed performance assessment results FY 2017/18 and LG PAC reports.</p> <ul style="list-style-type: none"> • Only one set of minutes of the Social Services Committee meeting held on 14th/09/2017 and committee recommendations of the meeting of 19th/12/2017 were availed and reviewed. • Issues discussed included for instance nomination of Council representatives to Board of Governors for Riwo SS, Kortek Girls SSS, Kabei SS, Tulel SS, Kapkoros SS and Chesower SS under Min 4/2017. 	<p>0</p>

<p>The LG committee re- sponsible 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"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>Social Services Committee had presented to Council issues that required approval as evidenced in the minutes of Council meeting of:</p> <ul style="list-style-type: none"> • 29th March 2018: laid budget estimates and plans for FY 2018/19 under Min. 20/BDC/2018 • 25th May 2018: presented Committee recommendations relating to 2018/19 budgets and workplans under Min. 19/BDC/12/2018 e.g recommended that funds for sports be doubled from Shs. 3,000,000 to 6, 000,000, and presented budget estimates and plans for FY 2018/19 for Council approval under Min. 20/BDC/12/2018. 	<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> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>Currently, the SMCs in all government schools are expired, and arrangement for yet to be communicated to the headteachers. However , in the previous FY , SMCs were well-established SMCs and DEO has SMC files.</p> <p><u>establishment = (0/5)=0%</u></p> <p>However, the dates of submission of the minutes to DEO were not clear inconsistent and in some cases headteachers had no evidence of submission.</p> <p><u>submission = (8/15)*100 = 53% and meetings= (8/15)*100=53%</u></p> <p>In the five sampled schools, three schools (Kabyoyon p/s, Kwirwot p/s, Kapkoros) submitted minutes of meetings conducted in FY 2017/2018. For example, minutes for Kabyoyon – 20-06-2018 , 17th -11-2017 , Kwirwot 27th -02-2018 , 14th -9-2017 and 29th -6-2017 , Kaproros p/s-9th -3-2018 and 17th -11-2017. The minutes for Saum p/s and Amanaga p/s were not available at the officer of the DEO.</p> <p><u>discussion of budget and resources (3/5)= 60%</u></p> <p><u>overall rate of functionality = (60+53+53+0)/4 = 41.5%.</u></p>	<p>0</p>

<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"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>At the time of assessment the LG education notice boards and the details of non-wage grants were displayed on the LG education.</p>	<p>3</p>
---	--	--	----------

Procurement and contract management

<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"> • 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 	<p>There was no evidence available at time of assessment.</p>	<p>0</p>
---	---	---	----------

Financial management and reporting

<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"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<ul style="list-style-type: none"> • The LG Education department timely certified and recommended suppliers for payment as per the contract terms and conditions. <p>Examples of contracts verified are:</p> <p>(1)-Procurement Ref:Bukwo/567/works/17-18/00005,by Kortek General Agencies Ltd, for construction of 5 stance latrine, with a contract price of shs 20,064,000, signed on 9/2/2018, date of commencement 16//2/2018, date of completion 12/6/2018, and date of payment 19/6/2018,</p> <p>(2)- Procurement Ref:BukminCC19/03/11/2017-18, contractor, Bukwo(BM)General Enterprises Ltd, contract price shs 26,700,000. Contract period 2 months, planned date of completion 30/12/2018, actual date of completion 30/12/2018, Payment voucher No.13/2/18 dated 2/2/2018 of shs 25,098,000, receipt no 363 in the names of Bukwo(BM) General Enterprises Ltd.</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"> • 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 	<ul style="list-style-type: none"> • The actual dates of submission of annual performance report and quarterly reports for FY 2017/18 by Education department to planning unit could not be ascertained although all the said reports captured input from Education department. 	<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"> • 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 o If sector has no audit query score 4 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 o If all queries are not responded to score 0 	<p>The sector had provided information to the internal audit on the status of implementation of all audit findings for the year 2017/18 and action on queries raised by the Internal Auditor during FY 2017/2018 are as summarised below:</p> <p>Total number of queries raised were 4, 1 in 3rd quarter and 3 in 4th quarter, but only one query in 4th quarter was cleared, leaving 3 pending.</p>	2
Social and environmental safeguards			
<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"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>There was no evidence that gender department had collaborated with gender department to disseminate gender guidelines to SWT/SMTs on gender hygiene and sanitation management.</p>	0

<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"> • 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 	<p>There was no evidence that gender department collaborated with gender department to explain management of sanitation for girls and PWDs.</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"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>The SMCs operating in the 49 Government Schools had met the gender guidelines though their period expired in June 2018.</p> <p>One of the requirements is that the gender composition as per the 2nd Schedule of the Education Act 2008 is at least 2 women on the Foundation Body which has a total of 6 people.</p> <p>Kabyoyon P/S, Saum P/S, Kwirwot P/S and Kapkoros P/S at least 2 women members on each on the Foundation.</p>	<p>1</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"> • 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: 	<p>There is no evidence of LG Education collaboration with Environment department to issue guidelines on how to manage the environment in primary schools. In all sample schools, there was no evidence environmental club formation.</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"> • 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 	<p>At the time of assessment, the information was not available for assessment, hence there is no evidence that all school infrastructure projects are screened before approval.</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"> • The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1 	<p>There was no evidence that both environmental officer and community development officer visited the sites</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"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>The LG Performance contract 2018/19 FY indicates the PHC wage bill provision of UGX 2,549,093,000 and the wage bill for staff in post of UGX 2,646,970,821 after the salary enhancement leaving a shortfall of UGX 25,909,300 implying that all posts where the wage bill is provided are filled.</p>	8
<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/re-quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>A recruitment plan was submitted to HRM in a letter dated 26th June 2018 obtained from DHO's office</p>	6

<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"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>50% (1 out of 2) health facility in-charges had been appraised. The annual performance report (FY 2017/18) for Mr.Barasa Martin, the health facility in-charge (assigned) for Bukwo HCIV was on file and signed on 3/8/18 by Ag.DCAO.</p> <p>However, the annual performance report (FY 2017/18) for the health facility in-charge (Dr.Barteka Godfrey-assigned duties) for Bukwo General Hospital was not on file.</p>	<p>0</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"> • 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 	<p>The performance contract shows the list of staff deployed to different health facilities.by cost centre; title, computer number, salary scale etc. The deployed staffs at the sampled health facilities are as per the staff list in the performance contract.</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"> • 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 	<p>There was one circular from MoH dated 13/6/2018 on hepatitis B control at the DHO's office and this was disseminated to health facilities in a letter dated 16/7/2018 to CAO copied to all in charges i.e in the current FY as opposed to the previous FY.</p>	<p>0</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"> 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 	<p>One meeting was held on 9/7/2017 to disseminate the multisectoral HIV/AIDS guidelines i.e during the current FY and not the previous FY as required.</p>	<p>0</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>The General hospital and HCIV in the district were supervised as per the supervision log books e.g. on 24/11/17, 21/12/17, 19/4/18, 7/5/18 for the HCIV. This is mainly done by a joint team (DHT) with support from RHITES East program</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"> If 100% supervised: score 3 80 - 99% of the health facilities: score 2 60% - 79% of the health facilities: score 1 Less than 60% of the health facilities: score 0 	<p>All lower level health facilities were supervised as per the supervision log books e.g. Kapkoloswo HCIII supervised on 27/11/17, 24/1/18, 01/3/18, 27/6/18.</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"> 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 	<p>At the time of assessment, only minutes of Q4 meeting held on 4/7/2018 was available</p>	<p>0</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"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>Minutes of follow up meetings were not available hence could not easily establish follow up actions.</p>	<p>0</p>
<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"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>The list of facilities is consistent with PBS (performance contract. HMIS forms 105, 108, 012 and 033b for July 2018 were submitted through DHIS2 and MTRAC online systems.</p>	<p>10</p>

Governance, oversight, transparency and accountability

<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"> 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 	<p>Though Social Services committee had met and discussed some service delivery issues it was not evident that they had discussed performance assessment results for FY 2017/18 and LG PAC reports.</p> <ul style="list-style-type: none"> Only one set of minutes of the Social Services Committee meeting held on 14th/09/2017 and committee recommendations of meeting of 19th/12/2017 were reviewed. Issues discussed included for instance need to post staff to Riwo HC III to make it operational, need to allocate funds for construction of Mortuary in the Hospital and for completion of the OPD in Chesimat HC III, and recommended the upgrading of Chesower HC III to HC IV, Chepkwasta HC II to HC III, Aralam HC II to HC III and Kwirkwot HC II to HC III under Min 4/2017. 	<p>0</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"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>Social Services Committee had presented to Council issues that required approval as evidenced in the minutes of Council meeting of:</p> <ul style="list-style-type: none"> 29th March 2018: laying of budget estimates and plans for FY 2018/19 under Min. 20/BDC/2018 25th May 2018: Committee recommendations relating to 2018/19 budgets and workplans under Min. 19/BDC/12/2018 e.g. recommended to Council that Shs. 17,000,000 for purchase motorcycle for bio-statistician be used instead for construction of a Mortuary, identification of funding for fencing of the General Hospital be prioritised, and presented budget estimates and plans for FY 2018/19 for Council approval under Min. 20/BDC/12/2018. 	<p>2</p>

<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"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<p>Two of the sampled facilities have functional HUMCs as per the minutes of the quarterly meetings i.e Kapkoloswo HCIII and Kapkoros HCII. Bukwo HCIV has no HUMC as the old expired and no new one has been put in place. At the time of assessment, minutes of the Hospital board could not be accessed i.e. 2/5=40% (less than 60%).</p>	<p>0</p>
<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"> • 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 	<p>No evidence of displaying the health facilities receiving PHC non-wage on the notice board. The district website is non-functional.</p>	<p>0</p>
<p>Procurement and contract management</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"> • 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 	<p>Submission was done in a letter dated 20/4/2018. Also the district procurement plan includes planned investments for the health sector i.e. submission done by April 30.</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"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>At the time of assessment, the department did not provide evidence of submission of PP form 1 for any project.</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"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<ul style="list-style-type: none"> The DHO certified and recommended suppliers for payment timely .Sample contracts verified to determine terms of payment were: <ul style="list-style-type: none"> (i)-Procurement no.Bukw/srvcs/16-17/0008 dated 1/10/2017 for repair and service of m/v reg.no. UG 4047 M by Eastern motor care ltd, completion date 30/10/2017, chq no. 006597, payment voucher no 1/11/2017 dated 1/11/2017 of shs 4,193,140, receipt no, 0060 in the names of Eastern motor care ltd, cheque no,006597, amount approved and paid shs 2,700,000 . Duration taken between completion and payment was 30 days i.e 30/10/2017 upto 1/11/2017 = 30 days (ii)- Procurement no.Bukw/frsrvcs/17-18F for supply of stationary, payment voucher no 7/6/18 dated 28/6/2018, of shs 632,244, date of delivery 8/9/2017 Duration taken between delivery and payment was 30 days i.e 30/10/2017 upto 1/11/2017 = 30 days The manual demands that any delay should not exceed 2 months (equivalent of 60 days), therefore, the LG recommended payment timely. 	<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"> 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 4 	<ul style="list-style-type: none"> The actual dates of submission of annual performance report and quarterly reports for FY 2017/18 by Health department to planning unit could not be ascertained although all the said reports captured input from Health department. 	<p>0</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"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>The health sector had provided information to the internal audit on the status of implementation of all audit findings for the year 2017/18 and</p> <p>action on queries raised by the Internal Auditor during FY 2017/2018 are as summarised below:</p> <p>Total number of queries raised were 6 and all were cleared.</p>	<p>2</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"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>From the sampled facilities, only one facility (Kapkoloswo HCIII) met the gender composition requirement on the HUMC with 40% (2 females and 5 males). The others have 1 female each i.e Bukwo Hospital, Bukwo HCIV, Kapkoros HCIII and Kwirwot HCII.</p>	<p>0</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"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>All the sampled facilities have sanitation facilities labelled for male and females.</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"> 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 	<p>Projects in the health department were not screened by the environment officer as per requirement as there was no evidence obtained at both DHOs office and environment office to that effect.</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"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>There was no evidence of visits by the environment officer and CDO on file as per requirement.</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"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>All sampled facilities have charts on segregation of medical waste and/or waste bins in different colours for separating medical waste.</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"> • 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"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>Bukwo District safe water coverage stands at 81%.</p> <p>Bukwo local government has twelve sub counties; Bukwo S/C, Bukwo T/c, Chepkwasta, Chesower, Kabei, Kamet, Kaptererwo, Kortek, Riwo, Senendet, Suam and Tulel.</p> <p>In the FY 2018/19 DWO allocated UG 177,600,000, to two sub counties above and one below district average.</p> <p>Senendet S/C: Kapkoros – kabroben GFS; UGX 61,000,000</p> <p>Suam – 59%: Tasakya RT kwirwot GFS; UGX. 40,600,000</p> <p>Buko S/C – 82% : Tsakya cheboi GFS; UX. 76,000,000</p> <p>FY 2018/19 total budget was UGX. 177,000,000</p> <p>Bukwo water department budget allocation for FY 2018/19 was 22% to sub counties below district average</p>	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"> • 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. o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> <ul style="list-style-type: none"> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>Bukwo district had three sub counties below district safe water coverage of 81%, these are; Bukwo T/C – 72% Riwo – 53%, and Kortek – 62%.</p> <p>In the AWP FY 2017/18 Bukwo water department implemented its budget of UGX. 238,244,000. construction of 21 tap stands in senendet – 95%, 6 tap stands in Kaptererwo – 82% and 10 tap stands in Bukwo S/C – 95% which are all above district safe water coverage.</p>	<p>0</p>
<p>Monitoring and Supervision</p>			
<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"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>In the FY 2017/18 monitoring reports as par quarter four report, DWO had planned to monitor three projects; Tasakya, Chesower gfs and Bukwo Muimet Gfs sixty (60) times, each project 20 times.</p> <p>Bukwo DWO monitored and supervised all projects 100% in FY 2017/18 as par quarter four reports.</p>	<p>15</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"> Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>DWO safe water coverage is 81% and MIS rural safe water coverage current status was 81%.</p>	<p>5</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"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>Water sources planned and achieved in both MIS were 46 tap stands, and PBS totals to 37;</p> <p>21 tap stands in Senendet S/C</p> <p>10 tap stands in Bukwo S/C.</p> <p>6 tap tap stands in Kaptererwo S/c.</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>At the time of assessment DWO and PDU could not trace the information.</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"> 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 	<p>At the time of assessment DWO not did avail the contract management plan FY 2017/18 for different water sources and sanitation infrastructure projects.</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"> If water and sanitation facilities constructed as per design(s): score 2 	<p>All sampled water sources, i.e. two tap stands in muimet parish, sukoroy village, Bukwo sub county and two tap stands in Rwanda parish, Rwanda village, Senendet sub county were constructed as par the designs in BOQs</p>	<p>2</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"> If contractor handed over all completed WSS facilities: score 2 	<p>Completion certificate dated 30th March 2018 to contractors of Bukwo GFS to muimet barracks (Kongasis Technical Services Ltd.)</p> <p>Completion certificate dated 30th March 2018 to constructors of Tasakya GFS, Senendet to chamwabit parish; (Tulel General Agencies LTD.)</p> <p>Completion certificates to Kongasis Technical Services and Tulel Genaral Agencies were issued.</p>	<p>2</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"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>DWO issued Completion certificates to Tulel General Agencies, contractors of Tasakya GFS senendet to chemwabit and Kongasis Technical services LTD, contractors of Bukwo GFS to muimet barracks.</p>	<p>2</p>
<p>The district Water depart- ment 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"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> The DWO certified and recommended suppliers for payment in time. Sample contracts verified to determine terms of payment were as follows: <ul style="list-style-type: none"> (i)-Procurement no.BUKW567/wrks/17-18/0002 for gravity flow scheme extension at Tasakya by Tulel General Agencies Ltd, two payment vouchers were prepared, Nos.2/05/18 of shs 56,182,500 and 8/05/18 of shs 45,967,501. Total contract price was shs 113,500,001, commencement date was 16/2/2018, date of completion was 30/3/2018. (ii)- Procurement No.BUKW/wrks/17-18/00028 for supply of gravity flow scheme extension from Bukwo s/county h/qtrs to Muimet barracks, payment voucher No 5/4/2018 dated 13/4/2018 of shs 38,374,200. Total contract price of shs 42,638,000, commencement date 16/2/2018, completion date 30/3/2018. 	<p>3</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"> 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 	<ul style="list-style-type: none"> The actual dates of submission of annual performance report and quarterly reports for FY 2017/18 by Water department to planning unit could not be ascertained although all the said reports captured input from Water department. 	<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"> • 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 o If sector has no audit query score 5 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 3 <p>If queries are not responded to score 0</p>	<p>The water sector had provided information to the internal audit on the status of implementation of all audit findings for the year 2017/18 and</p> <p>action on queries raised by the Internal Auditor during FY 2017/2018 were as indicated below:</p> <p>Total number of queries raised were 31, out of which 26 were cleared, leaving 5 pending.</p>	<p>3</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"> • 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 	<p>Though Works and Technical Services committee had met and discussed some service delivery issues it was not evident that they had discussed performance assessment results for FY 2017/18, LG PAC reports and submissions from the DWSCC.</p> <ul style="list-style-type: none"> • Two sets of minutes of the Works and Technical Services Committee meeting held on 14th/09/2017 and 19th/12/2017 were reviewed. • Some of the issues discussed included review of workplans and reports under Min. 5/2017 of 14th/09/2017 and Min 12/2017 of 19th/12/2018, need for preparation of comprehensive report on Bukwo GFS for presentation to Council to enable follow up of shortfalls with Ministry of Water under Min. 6/2017 of 14th/09/2017 and installation of 100 tap stands in each of the Bukwo GFS beneficiary LLGs out of the balance of funds from phase II under Min 12/2017 of 19th/12/2018. 	<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"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>Works and Technical Services Committee had presented to Council issues that required approval as evidenced in the minutes of Council meeting of:</p> <ul style="list-style-type: none"> 29th March 2018: laid budget estimates and workplan for FY 2018/19 under Min. 20/BDC/2018 25th May 2018: Committee presented budget estimates and workplan for FY 2018/19 for Council approval under Min. 20/BDC/12/2018. 	<p>3</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"> 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. 	<p>At the time of assessment, water department did not display AWP, budget and water development grants on the notice board.</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"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>Of the four water sources visited in Bukwo and senendet sub counties, no labeling name of the project, date of construction, the contractor and source of funding was displayed.</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"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>At the time of assessment, information for best evaluated bidders was displayed by Department of procurement.</p> <p>Extension of the Bukwo muimet GFS, Bukwo S/C was Kongasis Technical services.</p> <p>Extension of GFS from Kaptolomukon in Kaptererwo S/C was Kaptuul General Agencies LTD.</p> <p>Extension of Tasakya GFS to Chemwabit parish was awarded to Tulel Agencies.</p>	2
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>Communities made applications for water sources from LC 1 level;</p> <p>Applications file;</p> <p>Senendet S/C, Ngeyi village Kapkon parish.</p> <p>Application letter dated 29th January 2018</p>	1
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>Four water facilities visited in Bukwo and Senendet sub counties were all fenced and had flowing water.</p>	2
<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"> 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 	<p>One environmental screening on the project of Tasakya GFS was done, out of the 3 projects constructed in FY 2017/18.</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"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There was follow up after screening Tasakya GFS project, as indicated on the form of environment and social screen form dated on 1st January 2016(ongoing Tasakya GFS project).</p> <p>Two projects were not screened</p>	<p>1</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"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>The environmental EIAs were assessed on the construction of Tasakya GFS.</p> <p>Dated 1/1/2016.</p> <p>Two projects bukwo gfs to muimet prison and kapyoyon primary school gfs to kaptolomogon had no clause on environment protection.</p>	<p>1</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"> 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 	<p>All sampled water sources in sub counties of Bukwo and senendet had no water and sanitation committees.</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The public sanitation facility visited in Bukwo central town had separate stances for men and women, was well labeled and had a ramp for the PWDs.</p>	<p>3</p>