



## Local Government Performance Assessment

Bulambuli District

(Vote Code: 589)

Assessment	Scores
Accountability Requirements	33%
Crosscutting Performance Measures	53%
Educational Performance Measures	36%
Health Performance Measures	51%
Water Performance Measures	53%

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"> <li>• From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and:               <ul style="list-style-type: none"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<ul style="list-style-type: none"> <li>• LG submitted to MoFPED Annual Performance contract for the FY 2018/19 on the 2nd/8/2018.</li> </ul>	No
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory of LG budget submissions, check whether:               <ul style="list-style-type: none"> <li>o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• LG submitted to MoFPED Budget that included Procurement Plan for the FY 2018/19 on the 2nd/8/2018.</li> </ul>	No
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<ul style="list-style-type: none"> <li>• LG submitted to MoFPED the Annual Performance Report for FY 2017/18 on the 24th/8/2018, which was past the due date of 31st/07/2018.</li> </ul>	<p>No</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>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/8/2018 which was past the due date of 31st/07/2018. The others were submitted on the following dates:</p> <p>Quarter I report: 19th/02/2018</p> <p>Quarter II report: 7th/03/2018</p> <p>Quarter III report: 19th/05/2018.</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> <li>• If LG submitted a 'Response' (and provide details), then it is compliant</li> <li>• If LG did not submit a 'response', then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<ul style="list-style-type: none"> <li>• The LG had no issues raised by the Internal Auditor General and Auditor General's findings for the previous financial year 2016/17 to be addressed. The Internal Auditor General and Auditor General's offices were silent on the findings. Therefore, the LG was compliant.</li> </ul>	<p><b>Yes</b></p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<ul style="list-style-type: none"> <li>• The audit opinion of LG Financial Statement was not adverse or disclaimer.</li> </ul>	<p><b>Yes</b></p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<ul style="list-style-type: none"> <li>• Physical planning committee was constituted in CAO's letter dated 23rd/02/2018 under ref. no. ADM/156/1 included: Physical planner, CAO, DEO, DAO, DWO, District Roads Inspector, DCDO, DMO, and District Environment Officer. However it lacked a surveyor and a physical planner in private practice. Co-opted members were Health Inspector, CFO Senior Land management Officer (to cater for Survey interest).</li> <li>• Building plan register was being maintained with first entry dated 21st/02/2018. Particulars captured included SN., name of developer, location, proposed development, assessed fees, recommendations.</li> <li>• Though DPP Committee had held meetings on 7th/03/2018, 13th/04/2018, 22nd/05/2018 and 16th/08/2018 new investments had been considered beyond 30 days from date of submission. e.g. building plan for Divine College was submitted on 21st/02/2018 and had been approved in meeting of 13th/04/2018 under Min, 05(02)BDPPC.</li> <li>• DPP Committee had not approved the building plans of the new infrastructure projects for FY 2018/19. The District Physical Planner in a letter dated 31st/07/2018 had made a reminder to all concerned HoDs to submit building plans for approval.</li> </ul>	<p>0</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that district/MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<ul style="list-style-type: none"> <li>• LG had not submitted of minutes Physical Planning Committee to MoLHUD.</li> </ul>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<ul style="list-style-type: none"> <li>• District lacked a Physical Development Plan (PDP) thus the consistency of building plans approved to the PDP could not be ascertained.</li> </ul>	<p>0</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<ul style="list-style-type: none"> <li>• LG lacked Action Area Plans, however 3 Town Council had draft Structural plans: Bulambuli TC (2015-2025); Buyaga TC (2012-20122); Bulegeni TC (2010-2020).</li> </ul>	<p>0</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes of Budget conference held on 10th/11/2017 highlighted key priorities under Min 3 and 4 which were also contained in the AWP for FY 2018/19 e.g. drilling of boreholes, rehabilitation of water sources, protection of 6 wells, maintenance of roads, Construction of 2nd phase of District Administration block, renovation of existing structures, functionalization of IFMIS, construction of latrines and classrooms in schools, services on development and promotion of trade enterprise and marketing.</li> </ul>	<p>2</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 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.</li> </ul>	<p>Capital investments in the AWP FY 2018/19 were derived from the approved DDP FY 2015/16-2019/20:</p> <ul style="list-style-type: none"> <li>• Upgrading/renovation of the Veterinary laboratory / plant clinic (pg. 50 of AWP)</li> <li>• Rehabilitation of OPD and Maternity at Bulegeni HC III (pg. 56 of AWP)</li> <li>• Rehabilitation of all buildings at Bumwambu HC III (pg.56 of AWP)</li> <li>• 2 classrooms construction at Mabgu P.S. (pg. 60 of AWP)</li> <li>• Construction of latrines in Masugu, Goozi and Buyaga Township PSs (pg. 60 of AWP)</li> <li>• Construction of a Seed Secondary School in Bunambutye (pg. 61 of AWP)</li> <li>• Periodic and routine maintenance of roads(pg. 71-72 of AWP)</li> <li>• Rehabilitation of Bulaago GFS (pg. 75 of AWP)</li> <li>• Drilling &amp; rehabilitation of boreholes (pg. 76 of AWP)</li> <li>• Construction of intake works at Bumusha GFS and construction of transmission line for 5 GFSs (pg.76 of AWP)</li> </ul> <p>N.B: Page numbers in corresponding sections of DDP not visible due to binding</p>	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>• Though attempt had been made to prepare project profiles they were still in draft form and most lacked budgets for Environmental and Social mitigation. Additionally the profiles had not been discussed by TPC.</li> </ul>	<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"> <li>• Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1.</li> </ul>	<ul style="list-style-type: none"> <li>• District had not compiled an Annual Statistical Abstract.</li> </ul>	<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"> <li>• Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul>	<p>All infrastructure projects implemented by the LLG in FY 2017/18 had been drawn from the AWP for the said year. They included:</p> <ul style="list-style-type: none"> <li>• Construction of Northern wing of Administration block – slabbing and walling upto window level (pg 9, 41 Q4/Annual report, pg. 30 of AWP)</li> <li>• Renovation of registry office (pg 88 of Q4/Annual report, pg.29 of AWP)</li> <li>• Repair of incinerator (pg 60 of Q4/Annual report, pg. 47 of AWP)</li> <li>• Construction of classrooms in Bulegeni and Soti PSs (pg 20,63 Q4/Annual report, pg.50 of AWP)</li> <li>• Construction of latrines in Bugwa PS (pg 20, 64 Q4/Annual report, pg. 50 of AWP)</li> <li>• Community access roads maintenance (pg. 68 of Q4/Annual report, pg.55 of AWP)</li> <li>• Urban unpaved roads rehabilitation (pg 69 Q4/Annual report, pg. 56 of AWP)</li> <li>• Periodic maintenance of 11km of roads; routine maintenance of 69.7km km (pg 22, 70 Q4/Annual report, pg. 56-58 of AWP)</li> <li>• Drilling of 5 out of 6 boreholes in Bunambutye, Bwikhonge (1), Nabbongo (1) and Muyembe SC (2); rehabilitation of 1 borehole in Bukhalu SC (pg, 24, 73 Q4/Annual report, pg.62 of AWP)</li> <li>• Design of 1 GFS (incl. EIA) at Bumugusya in Sisiyi and Simu SCs (pg. 24 Q4/Annual report, pg. 63 of AWP)</li> <li>• Extension of GFSs in Bumasobo, Buluganya, Bulaago, Lusha, Sisiyi SCs (pg. 24 Q4/Annual report, pg. 63 of AWP)</li> <li>• Renovation of registry office (pg 88 of Q4/Annual report and payment voucher VR 27/6/2018 &amp; Proc. Ref no. BULA 589/wrks/2017-18/00058, pg. 80 of AWP)</li> </ul>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this</p>	<ul style="list-style-type: none"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</li> </ul> <p>o 100%: score 4</p>	<p>17 out of 20 projects (85%) implemented in the FY were completed as per workplan by the end of the FY. They included:</p> <ul style="list-style-type: none"> <li>• Construction of Northern wing of Administration block –slabbing and walling upto window level spent 573,835,000 against budget of 205,305,000= (pg 9, 41 Q4/Annual report, pg. 30 of AWP)</li> </ul>	<p>2</p>

<p>performance measure.</p>	<p>o 80-99%: score 2</p> <p>o Below 80%: 0</p>	<ul style="list-style-type: none"> <li>• Repair of incinerator spent 45,217,000= against planned budget of 45,217,000= (pg 60 of Q4/Annual report, pg. 47 of AWP) aggregated together with repair of ambulance and procurement of 19 delivery kits.</li> <li>• (2 projects) Construction of classrooms in Bulegeni and Soti PSs spent 126,466,000= against budget of 130,085,000= (pg 20,63 .. Q4/Annual report, pg. 50 of AWP)</li> <li>• Construction of latrines in Bugwa PS spent 20,982,000= against budget of 22,000,000= (pg 20, 64 Q4/Annual report, pg. 50 of AWP)</li> <li>• Community access roads maintenance 17 km (pg. 68 of Q4/Annual report, pg.55 of AWP)</li> <li>• Urban unpaved roads rehabilitation 31km (pg 69 Q4/Annual report, pg. 56 of AWP)</li> <li>• Periodic maintenance of 11km of roads; routine maintenance of 69.7km (pg 22, 70 Q4/Annual report, pg. 56-58 of AWP)</li> <li>• Rehabilitation of 5 out of 4 boreholes (pg, 24, 73 Q4/Annual report, pg. 62 of AWP)</li> <li>• Design of 1 GFS (incl. EIA) at Bumugusya in Sisiyi and Simu SCs (pg. 24 Q4/Annual report, pg. 63 of AWP)</li> <li>• Extension of GFSs in Bumasobo, Buluganya, Bulaago, Lusha, Sisiyi SCs (pg. 24 Q4/Annual report, pg. 63 of AWP)</li> <li>• Renovation of registry office (pg 88 of Q4/Annual report and payment voucher VR 27/6/2018 &amp; Proc. Ref no. BULA 589/wrks/2017-18/00058, pg. 80 of AWP)</li> <li>• 5 out of 6 boreholes had been drilled (pg, 24, 73 Q4/Annual report, pg. 62 of AWP)</li> </ul> <p><u>Partial achievement:</u></p> <ul style="list-style-type: none"> <li>• Drilling of 1 out of 6 boreholes remained incomplete (pg, 24, 73 Q4/Annual report, pg. 62 of AWP)</li> </ul> <p>Projects that had not commenced in FY 2017/18:</p> <ul style="list-style-type: none"> <li>• Renovation of Maternity ward at Muyembe HC IV (pg. 59-60 of Q4/Annual report, pg. 46 AWP)</li> <li>• Constriction of 5-stance latrine at district headquarters spent (pg 88 of Q4/Annual report, pg.80 of AWP)</li> </ul>
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<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>Based on the following sample of projects (excluding roads and water) whose total expenditure was 781,500,000= against a total budget of 417,607,000=, representing +87.1% variance, the projects were completed over and above the original budget:</p> <ul style="list-style-type: none"> <li>Construction of Northern wing of Administration block –slabbing and walling upto window level spent 573,835,000 against budget of 205,305,000= (pg 9, 41 Q4/Annual report, pg. 30 of AWP)</li> <li>Repair of incinerator spent 45,217,000= against planned budget of 45,217,000= (pg 60 of Q4/Annual report, pg. 47 of AWP) aggregated together with repair of ambulance and procurement of 19 delivery kits.</li> <li>Construction of classrooms in Bulegeni and Soti PSs spent 126,466,000= against budget of 130,085,000= (pg 20, 63 Q4/Annual report, pg. 50 of AWP)</li> <li>Construction of latrines in Bugwa PS spent 20,982,000= against budget of 22,000,000= (pg 20, 64 Q4/Annual report, pg. 50 of AWP)</li> <li>Renovation of registry office spent 15,000,000= against budget of 15,000,000= (pg 88 of Q4/Annual report and payment voucher VR 27/6/2018 &amp; Proc. Ref no. BULA 589/wrks/2017-18/00058, pg. 80 of AWP)</li> </ul>	<p>0</p>
<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<ul style="list-style-type: none"> <li>Though two sectors only had carried out O&amp;M activities i.e. renovation of registry office spent 15,000,000= against budget of 15,000,000= (pg 88 of Q4/Annual report, pg. 80 of AWP) and repair of incinerator spent 4,872,000= against planned budget of 4,872,000= (Health Report –DDEG but not captured in Q4/Annual report, pg. 47 of AWP), there was no evidence of systematic review by the entire LG of assets and infrastructure that required O&amp;M.</li> </ul>	<p>0</p>
<p>Human Resource Management</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"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>Only 37% (3 out of 8) of the approved positions of HoDs are substantively filled. The CFO, DCDO and DHO were appointed under DSC Min. 05/BDSC/03/2014, BDSC 49/2018 &amp; BDSC 97/2018 respectively.</p> <p>Four positions are filled with assigned staff including DE, DNRO, DEO, and DPO. While the position of the district commercial officer is still vacant. The position of district engineer was advertised but the post did not attract any applicant.</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"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>100% (All the 8) HoDs (substantively appointed and administratively assigned responsibilities) were appraised as per the MoPS appraisal guidelines. Both duly filled, signed and stamped performance agreement forms and annual performance reports for FY 2017/18 were on the respective staff files.</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>In FY2017/18, 59% (13 out of 22) posts submitted for filling had been considered by DSC as per the minute extracts of Bulambuli DSC meeting held on 18/6/18 under DSC Min nos.89-96/2018; and minute extract of 4th meeting of 2018 DSC meeting held on 15/5/18 under Min. nos. BDSC 16-20/2018. Consideration of (9) posts submitted was still pending at DSC.</p> <p>A total of (22) posts were submitted to DSC for filling by the CAO as per the submission lists dated 8/12/17 (5), 20/12/17 (14), 23/4/18 (1) and 23/5/18 (2) respectively.</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"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>In FY 2017/18, 100% (All the 26) LG staff submitted for confirmation had been considered by DSC as per minute extract of 2018 meeting held on 15/5/18 under Minute nos. BDSC 63-88/2018.</p> <p>The CAO submitted (26) files for confirmation of staff in appointment as per the submission letters dated 29/9/17 (25 files) and 12/2/18 (1 file).</p>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>None (0%) of (3) cases of disciplinary action submitted in FY 2017/18 had been considered by DSC. The CAO submitted (3) cases of disciplinary action to DSC as per the letters dated 18/8/17 (1) and 16/1/18 (2). All disciplinary cases are still pending at DSC.</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"> <li>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<p>From the list of LG staff recruited in FY2017/18, it was found that 100% (All the 26) staff recruited in FY 2017/18 accessed the salary payroll within two months after appointment. For example, (21) staff (IPPS nos. 1029009, 1028919, 1029000, etc.) appointed on 1/6/18 accessed the payroll in July 2018; (4) staff (IPPS nos.1014546, 1014544, etc.) appointed on 3/10/17 accessed the payroll in November 2017; ad (1) staff (IPPS no.1017342) appointed on 1/12/7 accessed in January 2018 respectively. Refer to Uganda Government Payslip for (5) Nov 2017/ (1) Jul 2018, vote: 589 Bulambuli DLG</p>	<p>3</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<p>In Bulambuli DLG, only 20% (4 out of 20) LG staff who retired in FY 2017/18 accessed the pension payroll within (2) months after retirement. The majority of pensioners did not access the payroll within the required timeframe because of the delays attributed to pensioners and Ministry of Public Service respectively.</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"> <li>If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>If the increase is from 5% -10 %: score 2.</li> <li>If the increase is less than 5 %: score 0.</li> </ul>	<p>The LG had increased LG own source local revenues from shs 130,198,260 in the FY 2016/2017 to shs 163,928,172 in the FY 2017/2018, up by shs 33,729,912 representing an increase of is 25.9% of the previous year but one( 2016/2017).</p> <p>This percentage increase is more than 10% of the previous year.</p>	<p>4</p>
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<p>The LG local revenue collection ratio was within the acceptable variance of +/- 10% against the budget as required by the manual .This is demonstrated below:</p> <p>Total Local Revenue Planned/Budgeted for FY 2017/2018 was Shs 177,250,000(original budget), whereas the total actual local revenue collected was shs 163,928,172, therefore, the percentage of local revenue collected against planned for the FY 2017/2018 was 92,5% i.e. (163,928,172/177,250,000)x100%=92.5%), leaving the unrealised portion of the budget of only 7,5%, which was within the acceptable variance of +/-10%</p>	<p>2</p>

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>The District had not remitted the mandatory LLG share of local revenues, instead the results from our verification of annual financial statements together with revenue returns and general receipts revealed that the district had received remittances from sub-counties as shown below.</p> <p>Name of sub-county Amount remitted Receipt No.</p> <p>1.Kamu s/county 5,337,000/= 495</p> <p>2..Sisiyi s/county 2,196,267/= 5518</p> <p>3..Bukhmu s/county 1,050,000/= 5540</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>	<p>The LG had not spent more than 20% of OSR on council allowances and emoluments (including from all sources) as demonstrated below:</p> <p>Total actual local revenue collected in FY 2017/2018 was shs 163,928,172,</p> <p>Expected total expenditure on council allowances and emoluments during FY 2017/2018 was Shs32,785,634, but instead was Shs 28, 800,000 representing 17.5% of OSR collected.</p> <p>Total expenditure on council allowances and emoluments during FY 2017/2018 was therefore less by shs 3,985,634.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<p>The LG has substantively filled the position of Procurement Officer but the position of Senior Procurement Officer is not filled. The LG also has an Assistant Procurement Officer</p> <p>Mr. Nangai Zemulani; Procurement Officer was recruited to this position under Min No.4/112/2008</p> <p>Mr. Womukayu Job Fred; Assistant Procurement Officer was recruited to this position under Min No.4(d) BDSC/O5/2012</p>	<p>0</p>



<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	<p>TEC produced and submitted reports to the Contracts Committee. This is evidenced through the Contracts Committee Minutes. For instance, the Contracts Committee Minutes of 14/12/2017, 30/1/2018, 15/2/2018, 31/5/2018, 29/6/2018 had an agenda item on the consideration and approval of evaluation reports from TEC</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"> <li>• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	<p>The Contracts Committee considered recommendations of TEC. For instance;</p> <p>(a) The Contracts Committee Minutes of 30th January 2018, indicate that the construction of a 2 stance drainable pit latrine at Buyaga P/S, was awarded to Cubic Engineering Company LTD at 8,970,000/= as recommended by the TEC meeting of 22nd January 2018;</p> <p>(b) The Contracts Committee meeting of 14th December 2017, awarded the construction of Muyembe S/C Headquarters (Phase 3) to Buluganya International LTD at 17,141,860/= as proposed by the TEC meeting that sat on 12/12/2017;</p> <p>(c) The Contracts Committee meeting of 29/6/2018 awarded collection of revenue from murrum in Bukhalu S/C to Sibita Contracts at 3,600,000/= as recommended by TEC that sat on 21/6/2018;</p> <p>(d) The Contracts Committee meeting of 29th June 2018, awarded collection of revenue from Kamu Market to Gombe Vision Enterprises at a negotiated price of 26,250,000/= . On this matter, the planned price for the service was 33,007,000/= but the sole bidder quoted less and TEC recommended a negotiated price of at least 24,000,000/=</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"> <li>• 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</li> </ul>	<p>The Procurement Plan for 2018/2019 in place, endorsed by CAO on 13th September 2018 and endorsed by PPDA on 14th September 2018</p> <p>It was established that all infrastructure projects in the AWP (For instance; 1 in Administration, 1 in Production, 5 in Health, 4 in Education, Investments worth 302,599,500/= in Roads and Engineering, investments in water worth 412,566,068 etc) are captured in the Procurement Plan 2018/2019</p> <p>To a large extent, the LG adhered to the Procurement Plan for 2017/2018. For instance several projects completed in 2017/2018 were captured in the Procurement Plan and Contracts register for 2017/2018</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"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2</li> </ul>	<p>By the time of assessment, the LG had registered 31 infrastructure projects due to be implemented in 2018/2019. Only 6 bid documents had been completed by August 30th which translates into 19% of bid documents prepared</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"> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>The LG had an updated Contracts register which was captured as follows; Reg No, Subject of Procurement, Date of Award, Contractor/ Supplier, Contract Agreement Number, Amount Committed, Amount Paid, Amount Due</p> <p>It contains works, services and supplies procured in 2017/2018.</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>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"> <li>• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>	<p>For the previous FY, the LG adhered with procurement thresholds i.e. for procurements over 50m, the LG used the Open Bidding method and the Selective Bidding Method for procurements below 50m. For instance</p> <p>(a) The construction of a two classroom block at Bulegeni P/S was awarded at 60,205,419/= to Zema Savings and Credit Co. LTD under the Open Bidding method. The bid notice was posted in the Daily Monitor Newspaper of 31/10/2017;</p> <p>(b) The construction of a 5 Stance VIP Latrine at Bugwa P/S was awarded at 20,981,580/= to Charity Contracts under the Selective Bidding method;</p> <p>(c) The renovation of the registry and repair of the Maternity ward was awarded at 25,640,000/= to Buluganya International LTD under the Selective Bidding method;</p> <p>(d) Extension of Buluganya GFS along with 4 tap stands and a reservoir tank in Buluganya and Bumasobo S/C was awarded to M/S Zimondo multi-purpose Traders at 34,955,550/= under the Selective Bidding method;</p> <p>(e) Drilling of 6 boreholes in Bunambutye, Nabbongo, Bwikhonge, Muyembe and Bukhalu S/Cs was awarded to M/S PMP Holdings at 85,133,204/= under the Open Bidding method. The advert was posted in the Daily Monitor of 31/10/2017</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"> <li>Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates</li> </ul> <p>for all projects based on technical supervision: score 2</p>	<p>The certification of projects was guided by the measured works in the BOQs and was appropriately done; For instance,</p> <p>(a) The construction of a 2 classroom block at Bulegeni Primary School that was awarded at 60,205,419/= was certified 3 times;</p> <p>Certificate 1: 10,138,400/= issued 20/2/2018;</p> <p>Certificate 2: 21,210,876/= issued 6/4/2018</p> <p>Certificate 3: 21,720,439/= issued 31/5/2018</p> <p>(b) Construction of a 5 Stance VIP latrine at Bugwa P/S that was awarded at 20,981,580/= was certified once;</p> <p>Certificate 1: 19,932,501 issued 27/2/2018</p> <p>(c) The extension of Buluganya GFS along with the construction of 4 tap stands and a reservoir tank in Buluganya and Bumasobo sub-counties that was awarded at 34,955,550/= was certified twice</p> <p>Certificate 1: 18,998,575/= issued on 22/3/2018</p> <p>Certificate 2: 12,204,631/= issued on 30/4/2018</p> <p>(d) Drilling of (6) boreholes in Bunambutye, Nabbongo, Bwikhonge, Muyembe and Bukhalu Sub-Counties awarded at 85,133,204/= was certified once with a certificate issued on 25/6/2018 at 61,560,000/= (for payment of 5 boreholes. One borehole was not dug due to heavy rains)</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"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	<p>At the time of assessment, the LG had not started the implementation of any project for the FY 2018/2019</p>	<p>2</p>
<p>Financial management</p>			

The LG makes monthly and up to-date bank reconciliations

Maximum 4 points on this performance measure.

• Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4

The LG had made monthly bank reconciliations for all the 13 bank accounts, and were all up-to-date at the time of this assessment. Examples verified included:

.(1) Housing Finance bank a/c 0800082101 Mbale branch , in the names of " Production and marketing ", was last reconciled and approved on 31/8/2018 , with balances as per cash book and bank statement of shs 46,006 and "0" respectively.

.(2) Housing Finance bank a/c 0800082085 Mbale branch , in the names of "Works and water a/c ", was last reconciled and approved on 31/8/2018 , with balances as per cash book and bank statement of shs 51,501,867 and "51,668,138" respectively.

.(3) Housing Finance bank a/c 0800070408 Mbale branch , in the names of "Bulambuli DLG Education a/c ", was last reconciled and approved on 31/8/2018 , with balances as per cash book and bank statement of shs (8) and "(8)" respectively.

.(4) Housing Finance bank a/c 0800097965 Mbale branch , in the names of "Bulambuli DLG Accountability a/c ", was last reconciled and approved on 31/8/2018 , with balances as per cash book and bank statement of shs 50,037 and "50,037" respectively.

( 5) Housing Finance bank a/c 0800097924 Mbale branch , in the names of "Bulambuli DLG Administration a/c ", was last reconciled and approved on 31/8/2018 , with balances as per cash book and bank statement of shs 5,960,913 and '7,060,913 respectively.

<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"> <li>• If the LG makes timely payment of suppliers during the previous FY <ul style="list-style-type: none"> <li>– no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul> </li> </ul>	<p>The LG had not certified timely payments to suppliers. Our review of the approved certificate of liability together with the relevant supporting documents e.g LPO, D/N, GRN, INVOICE, revealed that payments to suppliers were delayed beyond two months recommended by the assessment manual</p> <p>Examples of Suppliers not paid up-to-date included;</p> <p>(1) Buluganya International ltd, LPO. 01730 dated 31/1/2018, for supply of assorted stationary ,invoice 042 dated 20/2/2018, D/N 079 dated 26/2/2018 Duration between delivery up to date i.e 26/2/2018 to 19/9/2018 is more than 6 months</p> <p>.The mandatory requirement is that the delay period should not exceed 2 months.</p> <p>(2) Monitor publications ltd, invoice no.90054194 dated 9/5/2017, for publication of pre-qualification for works services on 9/5/2017, costing shs 2,100,000. Duration between delivery up to date i.e 9/5/2017 to 17/9/2018 is more than one year.</p> <p>.The mandatory requirement is that the delay period should not exceed 2 months.</p> <p>.</p> <p>.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The LG had a substantive senior internal auditor, as per the DSC appointment minute ref: BDSC 52/2018 dated 15/5/2018, in the names of Mayoga Samuel Masiga, for the post of Principal Internal Auditor ( on promotion from senior internal auditor), with a salary scale U2.</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"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The LG had produced all quarterly Internal Audit Reports for FY 2017/2018 as indicated below:</p> <ul style="list-style-type: none"> <li>• Quarter 1 internal audit report was dated 31/10/2017.</li> <li>• Quarter 2 internal audit report was dated 29/1/2018</li> <li>• Quarter 3 internal audit report was dated 30/4/2018</li> <li>• Quarter 4 internal audit report was dated 30/7/2018.</li> </ul>	<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 all the information to the council and LG PAC on the status of implementation of internal audit findings for the previous financial year, though there were no outstanding recommendations to be addressed by the council and LG PAC on the status of implementation of internal audit findings.</p> <p>All queries were satisfactorily cleared by Internal Audit Department and the relevant sectors through their quarterly review meetings recorded under the following minutes 3/12/AUD/2017 and 4/12/AUD/2017 dated 22/12/2017 (qtr 2), 3/3/2018 and 4/3/2018 dated 28/3/2018 (qtr 3), 3/7/2018 and 4/7/2018 dated 6/7/2018 (qtr 4).</p> <p>PAC and Council received all quarterly Internal Audit Reports which included status of implementation of the previous quarters as indicated below:</p> <ul style="list-style-type: none"> <li>• Quarter 1 internal audit report was received and stamped dated 31/10/2017.</li> <li>• Quarter 2 internal audit report was received and stamped dated 30/1/2018</li> <li>• Quarter 3 internal audit report was received and stamped dated 30/4/2018</li> <li>• Quarter 4 internal audit report was received and stamped dated 30/7/2018.</li> </ul>	<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"> <li>• Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>The LG Accounting Officer and LG PAC had received the internal audit reports for the previous FY 2017/2018, reviewed them and followed up, except 4th quarter. The review minutes were recorded as follows:</p> <ul style="list-style-type: none"> <li>• Qtr 1 from 27/3/2018 to 12/4/2018 minute ref:05/DPAC/2018</li> <li>• Qtr 2 from 27/3/2018 to 12/4/2018 minute ref:05/DPAC/2018</li> <li>• Qtr 3 not verified (misplaced)</li> <li>• Qtr 4 Yet to be discussed.</li> </ul>	<p>1</p>
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<p>The LG had not maintained an updated assets register, neither was it in the format prescribed in the accounting manual .The fixed assets register in place lacked most of the necessary details.</p> <p>For example, the following assets selected for verification lacked information on cost, value, unique district identification numbers, etc:</p> <p>1) Desk top computer recorded in the register on page 0366 was acquired on 28/6/2018, located at gender and community dept, description MGLSD/UWEP/CPU/103.HP and the monitor MGLSD/UWEP/MNT/103.</p> <p>2) Yamaha motorcycle recorded on page0129, model XTZ 125E, reg, no UG 0803Y, located at UWEP Social Dev't, which was acquired on 20/3/2017.</p>	<p>0</p>
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• The LG Financial Statement 2017/2018 had unqualified opinion..</li> </ul>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			



<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul>	<ul style="list-style-type: none"> <li>Review of five (5) sets of Council minutes of the meetings held on 20th/09/2017, 20th/12/2017, 29th/03/2018, 27th/04/2018 and 25th/05/2018 indicated that though some service delivery issues had been discussed performance assessment results FY 2017/18 and LG PAC reports.</li> <li>Examples of issues discussed included on 29th/03/2018 recommended members to Land Board LG PAC under Min.7/COU 1/2017, on 27th/04/2018 sector reports were discussed under Min.5 and 6/COU 4/2018 and on 25th/05/2018 approved supplementary budget FY 2017/18 under Min.8/COU 05/2018 and approved work plans and budgets for FY 2018/19 under Min.9/COU 05/2018.</li> </ul>	<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"> <li>Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>	<ul style="list-style-type: none"> <li>The LG had not designated a person to coordinate response to complaints/grievances.</li> </ul> <p>Nonetheless the LG had responded to some complaints e.g. the CAO then had held a mediation meeting on 16th/05/2018 with regard to civil suit No. 10 of 2018 between Mr. Bwayo Clement and Bulambuli Town Council which resulted in a settlement/compensation of 500,000= to the complainant dated 5th/09/2018.</p>	<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"> <li>• The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<ul style="list-style-type: none"> <li>• The LG had not specified, displayed and made publically available a system for recording, investigating and responding to grievances. Had a suggestion box at the district headquarters.</li> </ul>	<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"> <li>• The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• Though Payroll July 2018 was displayed, the Pensioner Schedule was not on display.</li> </ul>	<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"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<ul style="list-style-type: none"> <li>• Though the list of pre-qualified firms had been displayed the Procurement Plan for FY 2018/19 had not been displayed.</li> </ul>	<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"> <li>• Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<ul style="list-style-type: none"> <li>• LG had not published performance assessment results for FY 2017/18 but they had only been discussed in TPC meeting of 2nd/07/2018 under Min. 04/BDTPC of 2nd July 2018.</li> </ul>	<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"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<ul style="list-style-type: none"> <li>• District communicated and explained DDEG guidelines for FY 2018/19 as evidenced by acknowledgement by LLGs dated 4th/6/2018 and TPC Min. 05/BDTPC/4th June/2018.</li> </ul>	1
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	<ul style="list-style-type: none"> <li>• Radio talk show was conducted by Health department on hygiene and sanitation as evidenced by a report dated 28th/09/2017 prepared by Mr. Natega Vincent /Assistant District Health Officer – Uganda Sanitation Fund Focal Person.</li> </ul>	1
Social and environmental safeguards			
<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"> <li>• 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.</li> </ul>	<p>To support sector departments to mainstream gender, vulnerability and inclusion, the gender focal point, on 11th May, 2018, sensitised Heads of Department/sectors on how to mainstream gender concerns into various interventions/activities. A report on the activity was compiled and produced at the time of assessment</p>	2

<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"> <li>Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2.</li> </ul>	<p>The Gender Focal Point and CDO have planned the following activities to strengthen women's roles and address vulnerability and social inclusion;</p> <ul style="list-style-type: none"> <li>(a) Implementation of YLP activities</li> <li>(b) Implementation of UWEP activities</li> <li>(c) Support to PWDs and the Elderly (provision of Assistive Devices, IGA support to PWD Groups, Celebrations to raise awareness</li> <li>(d) Implementation of Gender activities including; support to stakeholders on mainstreaming gender, sensitisation of Institutions on positive parenting, mentoring stakeholders on how to deal with gender inequalities, guidance of senior women and men teachers on how to support girls and boys in schools</li> <li>(e) Provision of probation services</li> </ul> <p>The Financial Statement for the FY ended 30th June 2018 indicates that the approved budget for Community Based Services was 580,155,194/= and the actual was 1,487,311,746/= which translates into 256%</p> <p>The District received more funds for UWEP and YLP than was planned</p>	<p>2</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1</li> </ul>	<p>At the time of assessment, the LG did not present any screening for any project in the District</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>There was no evidence that the LG had integrated environmental and social management, health and safety into the bid documents</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>The LG indicated that the process of securing Government owned land had started. Meanwhile, projects being implemented on church, community and or private land did not have any type of documentation spelling out the terms on the use of that land by the LG</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>At the time of assessment, there wasn't a single completed project that had an environmental and Social Mitigation Certification Form completed and endorsed by the Environmental Officer and CDO</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>There was no evidence of environmental and social clearance in this regard</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken.</li> </ul> <p>Score: 1</p>	<p>No monthly reports on environmental matters by environmental officer and CDO were availed at the time of assessment</p>	<p>0</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education 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>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>According to the LG Performance Contract 2018/2019, the district has budgeted UGX 3,961,262,262/= for primary teachers, of which 3,946,622,988/= is for 599 teachers in post in 54 primary schools. The surplus budget of 14,639,223 for recruitment of more staff. Therefore wage bill caters for a minimum of 7 teachers and a head teacher 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>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The school list, in the District Education Office indicates that the number of teachers deployed in all 54 schools, with a head teacher inclusive is above 8. This was also evidenced on staff lists in the 6 sampled primary schools. For example, Bulegeni primary school has 16 teachers and Buyaga PS has 19 teachers.</p>	4



<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</li> </ul> <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul>	<p>The ceiling for primary teachers in the LG is 719 teachers, of which 599 are in post and not all teacher gaps have wage bill. Therefore, the percentage of wage bill with filled positions of the total wage bill provided is <math>(3.9466 \text{ bn}/3.961) * 100 = 100\%</math> in 54 primary schools.</p>	<p>6</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>The Approved and adopted Structure of the Bulambuli District LG, in reference to ARC/135/306/01 recommended 2 positions of school inspectors, of which one position has been filled under Minute No. 03(i) BDSC/04/2015/1</p>	<p>0</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>The recruitment plan for education department FY 2018/19 approved on 4, November 2017 indicated that the following categories of teachers are to be recruited :</p> <ul style="list-style-type: none"> <li>- 30 headteachers</li> <li>- 33 deputy headteachers</li> <li>- 96 Education Assistants II</li> </ul>	<p>2</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>The recruitment plan for education department FY 2018/19 approved on 4, November 2017 indicates to recruit 1 District Inspector of schools.</p>	<p>2</p>
<p>Monitoring and Inspection</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"> <li>• 100% school inspectors: score 3</li> </ul>	<p>None (0%) of inspectors of schools had been appraised for FY 2017/18.</p> <p>The approved and adopted staff structure for education department provides for two positions of inspectors of schools (Senior Inspector and inspector of schools).</p> <p>Only the position of inspector of schools was substantively filled. The annual performance report (FY 2017/18) for the inspector of schools (Wakhanya Jawali-Min no. BDSC/04/2015/1) was Not on file at the time of this assessment apart from the appraisal report for FY 2016/17.</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"> <li>• Primary school head teachers o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul>	<p>52% (28 out of 54) head teachers had been appraised for calendar year 2017.</p> <p>Bulambuli DLG has a total of (54) Government aided Primary schools. 18/54 head teachers (HTs) are substantively appointed while (36) are in Acting capacity. Annual performance reports were on file, duly filled and signed by DEO</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"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>The list of circulars released include:</p> <ol style="list-style-type: none"> <li>(1) Release of PLE 2017 was received on 15/01/18</li> <li>(2) Intergrated school report recieved on 5/4/18</li> <li>(3) Guidelines for the registration of candidates 2018 PLE recieved on 20/03/18</li> <li>(4) Education and Sports Strategic Plan recieved 20/7/18</li> <li>(5) Introduction of UPIMAC written on 14th May 2018 -</li> <li>(6) Submission of Education paper framework written on 7th December 2017</li> </ol> <p>In the education department, headteachers had signed in the delivery book indicating that they receive documents from the LG education department. There was evidence in Buyaga Primary PS had received guidelines for regitration from the office of the DEO.</p>	<p>1</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<p>They was no clear evidence that these circulars were discussed.</p>	<p>0</p>
<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. Term III 2017 inspection report indicated that 69 schools were visited , and the school with infrastructural gaps were identified and noted</li> <li>2. Term I 2018 school inspection report 77 (54 government and 23 private schools) were inspected, and the inspection was based on digital inspection tool.</li> <li>3. The Term II 2018 school inspection report recorded 53 out of 108 primary schools were inspected , and focus of the inspection was the school infrastructure; status of classrooms and latrines.</li> </ol> <p>From the above summary , (69 + 77 + 53 ) of the expected <math>3 * 108 = 61.4\%</math></p> <p>In Bulegeni PS , there was no inspection report</p> <p>In Zion PS - there was evidence of one inspection feedback</p> <p>In Buyaga , there was no evidence of inspection feedback report</p> <p>In Super Star there was no inspection feedback report.</p> <p>The inspection coverage was below average.</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"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	<ol style="list-style-type: none"> <li>1. In the first Quarter Report FY 2017/18 , the DIS recommended that DEO should forward 12 indiscipline teachers to the rewards and sanctions committee</li> <li>2. The CAO should generate a notice to close private schools operating with Licensing</li> <li>3. The LG should address the infrastructural gaps</li> <li>4. CAO and DEO to address the leadership gap in Namudongo and Bunabudde primary schools</li> </ol>	<p>4</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	<p>Assistant commissioner DES acknowledge receiving school inspection report for (Term I 2018)4th Quarter 2017/18 , on 16 May 2018</p> <p>Assistant commissioner DES acknowledge receiving school inspection report for (Term II 2018)4th Quarter 2017/18 , on 16 September 2018</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"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>At time of assessment , there was no recorded evidence of follow-up of the recommendations</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"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>The list of schools obtained at the DEO contains 54 schools which is not consistent with EMIS report from the MoES with 51 schools</p>	<p>0</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>The data set are not accurate and consistency. That is, there is missing data of 3 schools in EMIS data obtained from MoES but in the list from the DEO office</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee re- sponse for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• Review of four (4) sets of minutes of Social Services committee for meetings held on 25th/08/2017, 13th/12/2017, 21st/03/2018 and 17th/05/2018 indicated that though some service delivery issues had been discussed, performance assessment results and LG PAC reports had not been discussed.</li> <li>• Examples of issues discussed included in meeting of 21st/03/2018 discussed Education sector report under Min.5-6/SSC 3/2018 - meeting was to be held in Namunane PS to establish cause of low enrolment and identify remedies, and also recommended filling in of staffing gaps in the education department.</li> </ul>	0
<p>The LG committee re- sponse for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>Social Services Committee had presented education related issues that required approval to Council e.g. in meeting of 27th/04/2018 sector reports and recommendations were presented under Min.5/COU 4/2018 -terminally sick Head teachers (H/Ts) be advised to retire early and replaced quickly; Committee should monitor both private and public schools; and in meeting of 25th/05/2018 the Social Services committee presented report and recommendations under Min. 6/COU 05/2018 - acting head teachers (H/T) who qualify be appointed as deputy H/Ts as a way of preparing them for headship and schools should abolish charging of money for result slips.</p>	2
<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 (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>The government schools not not submit meeting minutes to DEO in FY 2017/18, in the 5 randomly sampled government school- files. The only minutes seen in the file were those last submitted in 2016 . However, there was evidence of minutes of the meetings of SMC that discussed about the budget in the 3 out of 5 schools visited. These include; Buwanyanga PS, Bulegeni PS and Buyaga PS. There was no record minutes in the 2 private schools visited though they claimed they have established the SMC. The DEO explained that the headteachers had not submitted because the SMC had expired.</p>	0

<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all schools receiving non- wage recurrent grants</li> </ul> <p>e.g. through posting on public notice boards: score 3</p>	<p>There was evidence that on 13 September 2018, LG education department had displayed on their wall the schools receiving non-wage bill Quarter 1 FY 2018/19. Some sampled schools visited , for example , Buyaga PS and Buwanyanga PS had received the bank statement.</p>	<p>3</p>
<p>Procurement and contract management</p>			
<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	<p>The Education Sector made input into the Procurement Plan to the Procurement Unit late on 31/5/2018 and later revised their input on 23/8/2018</p>	<p>0</p>
<p>Financial management and reporting</p>			



<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>	<ul style="list-style-type: none"> <li>The LG Education department timely certified and recommended suppliers for payment as per the contract terms and conditions. Examples of contracts verified are: (1)-Procurement Ref:BULA 589/Wrks/17-18/00016 dated 30/1/2018 by M/S Charity Contractors, for construction of 5 stance VIP latrine at Bugwa p/school, with a contract price of shs 20,981,580, date of completion and requisition for payment 20/2/2018, date of certification by CAO 6/3/2018,payment voucher no.PV-03/03/2018, amount paid shs 18,918,984.Delay period was 13 days i.e (20/2/2018 up-to 6/3/2018). Payment was effected within the recommended 2 months delay period. (2)- Procurement Ref:BULA 589/Wrks/17-18/00017 dated 17/1/2018 by M/S Cubic Engineering go, ltd, for construction of 2 classroom block at Bugwa p/school, contract price of shs 58,256,214, date of completion and requisition for payment 8/6/2018, date of certification by CAO 6/6/2018,payment voucher no.PV-03/6/2018, amount paid shs 24,485,577.Delay period was nil i.e (8/6/2018 up-to 8/6/2018). Payment was effected on the same day.</li> </ul>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul>	<ul style="list-style-type: none"> <li>The LG could not ascertain the actual dates when the Education annual performance report and quarterly reports for FY 2017/18 had been submitted to Planning unit for consolidation.</li> </ul>	<p>0</p>

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>o If sector has no audit query score 4</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>o If all queries are not responded to score 0</li> </ul>	<p>The LG Education sector had provided information to the internal audit on the status of implementation of all audit findings for the year 2017/18. Responses to management letter raised by internal audit dept. Were as follows:</p> <ul style="list-style-type: none"> <li>• Qtr 1 report dated 28/7/2017, total number of queries raised were 4 and were all cleared.</li> <li>• Qtr 2 report dated 28/1/2018, total number of queries raised were 5 and were all cleared.</li> <li>• Qtr 3 report dated 23/4/2018, total number of queries raised were 8 and were all cleared.</li> <li>• Qtr 4 report dated 23/7/2018, total number of queries raised were 25 and 24 were cleared. leaving 1 pending.</li> </ul>	
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"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>	<p>There is no evidence that the LG Education Department in consultation with the gender focal point disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys, although the school inspectors claim they had consultations and gender officer remarked that they had it in 2016/2017.</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>There was no evidence In Buyaga PS, the headteacher confessed that they have gender guidelines to guide activities of SWT/SMT. In Buwanyanga , Girls had about 350 sharing one latrine stance verses 300 sharing 4 latrine stances</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>There was evidence that School Management Committee meets the guideline on gender composition in sampled government schools</p>	<p>1</p>

<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul>	<p>There is no evidence that the LG Education Department in collaboration with the Environment Department has issued guidelines on environmental management</p>	<p>0</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>	<p>The School Infrastructure projects were not screened before approval for construction</p>	<p>0</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>	<p>The environmental officer and community development officer have not visited the school infrastructure projects to check whether the mitigation plans are complied with</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>The LG Performance contract 2018/19 FY indicates the PHC wage bill provision of UGX 2,978,447,000 and the wage bill for staff in post of UGX 1,900,951,740 as per the staff list leaving a wage bill provision of UGX 1,077,495,260 unutilised. Out of 441 staff positions in the approved structure, 269 positions are filled (61%).</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>No evidence of submission of a recruitment plan of file for 2018/19FY. Submission letter on file was for additional staff dated 24/4/2018.</p>	0

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	<p>Bulambuli DLG has only one HCIV. The annual performance report (FY 2017/18) for Muyembe HCIV in-charge (Dr.Mulongo Muhammed) was on file, duly filled and signed by CAO on 25/7/18. This translates into 100% staff appraised.</p>	<p>8</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4</li> </ul>	<p>Two (3) staffs i.e.Nabukonde Saphila retired) and, Amuge Jane (left to Kumi) are on the staff list but not deployed to the facilities sampled. However Justification given that they left after submission of the list.</p>	<p>4</p>
<p>Monitoring and Supervision</p>			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	<p>The DHO communicated the guidelines on promotion of immunisation and all facility in-charges signed receipt on 17/5/2018.</p>	<p>3</p>

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<p>Meetings with health facility in-charges were held quarterly i.e. Q1 on 26/10/2017, Q2 on 19/1/2018, Q3 on 5/4/2018 and Q4 on 28/6/2018. During the Q3 meeting under min 3/DHMT/2018, the guideline for management of medicines was disseminated.</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 supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>The District has no Hospital and has one (1) HCIV- Muyembe HCIV. Reports on file at DHO's office indicate Q1 report (not dated), Q2 report dated 29/12/2018, and Q3 report (not dated) and Q4 report dated 30/6/2018. However, from the supervision log book obtained at the facility, the DHT supervised once on 10/6/2018.</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 ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>If 100% supervised: score 3</li> <li>80 - 99% of the health facilities: score 2</li> <li>60% - 79% of the health facilities: score 1</li> <li>Less than 60% of the health facilities: score 0</li> </ul>	<p>Integrated support supervision by the HSD was done jointly with the DHT as per reports on file at DHO's office i.e. Q1 report not dated, Q2 report dated 29/12/2018, Q3 report not dated and Q4 report dated 30/6/2018. The reports cover all the facilities.</p>	<p>3</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4</li> </ul>	<p>At the time of assessment, there was no evidence of discussion of support supervision reports on file.</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"> <li>Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	<p>Reports were not discussed hence no evidence of actions undertaken.</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"> <li>Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>A list of 25 facilities which receive PHC NWR was availed and consistent with the performance contract.</p> <p>All facilities submitted HMIS forms 105 and 108 for July and August 2018 were submitted through DHIS2 online systems (100%) and hard copies for July and August 2018 exist at DHO's office.</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"> <li>Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<ul style="list-style-type: none"> <li>Review of four (4) sets of minutes of Social Services committee for meetings held on 25th/08/2017, 13th/12/2017, 21st/03/2018 and 17th/05/2018 affirmed that though some service delivery issues had been discussed, performance assessment results for FY2017/18 and LG PAC reports had not been discussed.</li> <li>Issues that were discussed included on 25th/08/2017 discussed Q4 FY 2016/17 departmental reports under Min 5- 6/SSC 4/2017 - repair of ambulance be given priority under DDEG and that local revenue be allocated to health department to purchase basic supplies to curb avoidable deaths and for fencing of the HCs; and on 13th/12/2017 discussed establishment of HCs in SCs of Muyembe, Kamu, Bulegeni and Bugaya Town Council under Min. 7/SCC/2017.</li> </ul>	<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"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	<ul style="list-style-type: none"> <li>In Council meeting of 25th/05/2018 the Social Services committee presented report and recommendations under Min. 6/COU 05/2018 e.g. a storeyed building with 3 floors should be constructed in Bumwambu HC to house maternity, theatre and mortuary and that patients should pay 70,000= as fuel contribution for use of ambulance.</li> </ul>	<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"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul>	<p>Two (2) out of five (5) facilities (40%) had all the four mandatory quarterly meetings i.e Buginyanya HCIII and Bumagenyi HCII.</p> <p>Bumwambu HCIII, Tunyi HCII held 3 meetings each while Muyenbe HCIV did not hold any of the quarterly HUMC meetings. i.e less than 60% requirement.</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"> <li>• Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul>	<p>At the time of assessment, there were no display of health facilities receiving PHC non-wage on the notice board.</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"> <li>• Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	<p>The Health Sector submitted its input into the procurement plan on 1st June 2018. The Sector revised their input on 1st August 2018 after receiving clarifications on the IPFs i.e after April 30.</p>	<p>0</p>

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>Submission of PP form1 (procurement request) was done for 5 projects; Construction of Maternity Ward/ Theatre at Bumwa mbu HCIII, Phase 1, Construction of Placenta Pit at Muyembe HCIV, Renovation of the General Ward at Bumwambu HCIII Construction of a few stance water borne toilet at Muyembe HCIV and Completion of OPD and Maternity at Bulegeni Health on 31/8/2018 i.e. in the current FY not previous FY as per the requirement of the amended indicator (Amended during the training and addendum issued).</p>	<p>0</p>
<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<ul style="list-style-type: none"> <li>The DHO certified and recommended suppliers for payment timely .A sample of contracts verified to determine terms of payment were: <ul style="list-style-type: none"> <li>(1)-Procurement Ref:BULA 589/Wrks/17-18/00058 by M/S Buluganya International ltd, for repair of maternity ward at Muyembe HCIV, with a contract price of shs 15,941,800, date of completion and requisition for payment 18/6/2018, date of certification by CAO 24/6/2018,payment voucher no.PV-18/6/2018 dated 22/6/2018, amount paid shs 13,040,860. .Delay period was 6 days i.e (18/6/2018 up-to 24/6/2018).</li> <li>Payment was effected within the recommended 2 months delay period.</li> <li>(i)-LPO No..01692/3 dated 13/11/2018 Of shs 19,140,000 for repair of Land Rover UG4131M, by Zimondo Multipurpose Traders, invoice no.080 dated 27/11/2017 of shs 19,140,000, DN 215 dated 27/11/2017, GRN 152 dated 27/11/2017,payment voucher no 17/11/2017 dated 29/11/2018.</li> <li>Completion/requisition date was 27/11/2018.</li> <li>Date certified by CAO for payment was 28/11/2018.</li> <li>Delay period 1 day.</li> </ul> </li> </ul>	<p>4</p>
<p>Financial management and reporting</p>			

<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the 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</li> </ul>	<ul style="list-style-type: none"> <li>The LG could not ascertain the actual dates when the Health annual performance report and quarterly reports for FY 2017/18 had been submitted to Planning unit for consolidation.</li> </ul>	<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"> <li>If sector has no audit query: Score 4</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>If all queries are not responded to Score 0</li> </ul>	<p>The Health sector had provided information to the internal audit on the status of implementation of all audit findings for the year 2017/18. Responses to management letters raised by internal audit dept. Were as follows:</p> <ul style="list-style-type: none"> <li>Qtr 1 report dated 26/10/2017, total number of queries raised were 18 and 17 were cleared, leaving 1 pending.</li> <li>Qtr 2 report dated 7/1/2018, total number of queries raised were 4 and 2 were cleared, leaving 2 pending.</li> <li>Qtr 3 report dated 23/4/2018, total number of queries raised was 1 and was cleared.</li> <li>Qtr 4 report dated 30/7/2018, total number of queries raised were 47 and 30 were cleared. leaving 17 pending.</li> </ul>	<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"> <li>Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30</li> </ul> <p>% women: score 2</p>	<p>Two (2) out of the five (5) sampled health facilities met the gender requirement of 30% females on the HUMC (Muyembe HCIV has 4 females out of 9 i.e 44.4% , Bumagenyi HCII has 2 females out of 5 i.e 40%).</p> <p>The other three (3) have less than 30% gender requirement on HUMCs i.e.Tunyi HCII has one (1) female out of 5 (20%), Bumwambu HCIII and Buginyanya HCII have 1 female out of 7 each (16.6%).</p> <p>Implying that only 40% of the sampled facilities meet the gender requirement.</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"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<p>All sampled facilities have separate sanitation facilities for men and women</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<p>No evidence of environmental screening form on file.</p>	<p>0</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2</li> </ul>	<p>The ADHO in charge of environment officer, Environment officer and physical planner visited Masira HCIII and a report dated 11/6/2018 was on file.</p>	<p>2</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4.</li> </ul>	<p>All the five (5) sampled health facilities in the District had medical waste management facilities in form of charts for segregation and bins of different colours in place.</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>Bulambuli district water coverage stands at 69%.</p> <p>Bulambuli LG has nineteen sub counties. Bulambuli district safe water coverage stands at 69%. Bulambuli LG has nineteen sub counties.</p> <p>In the FY 2018/19 budget, DWO targeted six sub counties below the district average, i.e. Bukhalu, bunambutye, bwikhonge, lusha, simu and sisiyi.</p> <p>FY 2018/19 total budget was UGX. 397,000,000, of this UGX. 265,000,000 was allocated to sub counties below district average, which translates to 66.7%.</p>	4
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> <li>o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15</li> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>As par the Annual work plan 2017/18;</p> <p>Eleven sub counties were budgeted and targeted, these included bunambutye, bwikhonge, nabbongo, muyembe, bukhalu, sisimu/simu, masira, bulago, lusha, buluganya and buginyanya.</p> <p>All projects in Seven sub counties budgeted in FY 2017/18, below district coverage were implemented i.e. Bwikhonge, simu, sisiyi, bulegeni, bukhalu Bunambutye and Lusha.</p>	15
Monitoring and Supervision			
<p>The district Water department carries out monthly</p>	<p>Evidence that the district Water department has monitored each of WSS</p>	<p>Bulambuli district water department supervision report details were as follows;</p>	7

<p>monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>facilities at least annually.</p> <ul style="list-style-type: none"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>On 8th May 2018, Inspection was done on the GFS extensions in the sub counties of Lusha, Buluganya, and Bumasobo for the FY 2017/2018.</p> <p>On the 5th April 2018, pipes were delivered to the site and trenching was on going in the sub county of Bulago.</p> <p>On 29th April, 2018, tap stands were constructed in Lusha sub county and curing was going on. In buluganyi and bumasobo s/c, tap stands were constructed and recommended contractor to improve on the drainage finishing.</p> <p>On 15th May 2018 field report, works were at final stages of completion in bulago s/c, beneficiaries to erect a fence, contractor to improve on trenching depth in bulago and lusha sub counties.</p> <p>21st May 2018, Bumasobo, buginyanya, bumugibole, masira sub counties pipeline was completed and water was flowing at the tap stands.</p> <p>8th November 2017, borehole at bukhalu HC 11, the yield was very low, at the primary school; the borehole is due for rehabilitation.</p> <p>From 8th -29thNovember 2017, DWO field observed was that Bukhalu borehole needed rehabilitation and bugunyanya planned for the gfs, gfs bumasobo needs activation, masira gfs needs maintenance, bulago gfs had low pressure, buginyanya at the school a separate line needed to be constructed, namisuni gfs, water escapes from the source, bulago gfs running dry, bumugusha s/c river source needed treatment. 4th December 2017, Bumasobo gfs location of tank needs big storage, 7th Dec 2018 gfs bulago and gfs lusha were being handed over.</p> <p>3rd April 2018, report on water quality surveillance of twenty water sources in the district, result indicated acceptable range between 0-30, feacal coli forms, upon completion of this report, it was agreed the next move was to implement training of the user committees for sustainability of the completed projects.</p> <p>On file out of 777 water sources, DWO monitored 560 water sources in nineteen sub counties in bulambuli district and this translates to 72%.</p>
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<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>According to MIS / TSU data update 2017/18, Bulambuli LG rural access stands at 76% and DWO data base puts the LG at 69%.</p> <p>The list of water facilities update in MIS; BH drilling was 5 BH rehabilitation 5, DWO data update 5 BH rehabilitation and 4 piped water system, 2 spring protection, and 5 BH rehabilitation.</p>	0
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>The list of water facilities update in MIS; BH drilling was 5 BH rehabilitation 5, DWO data update 5 BH rehabilitation and 4 piped water system, 2 spring protection, and 5 BH rehabilitation.</p> <p>In MIS data update, two spring protection data is missing.</p>	0
Procurement and contract management			
<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>Procurement plan was submitted on 14/8/2017, thus the submission date had passed deadline of 30th April 2017.</p>	0

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>The District Chief Administrative Officer appointed the contracts manager on 17th January 2018.</p> <p>By assessment time, there was management plan on file at DWO.</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"> <li>If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>Bills of quantities were implemented and the designs of the projects were adhered to.</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"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>completion certificate dated 29/3/2018, contract no. bula 589/wrks/2017-18/00057 for protection of two springs.</p> <p>completion certificate dated 2/3/2018 for borehole rehabilitation.</p> <p>Two projects on file had completion certificates, others did not.</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>Not all projects were filed with completion reports, two reports out of four projects were filed.</p>	<p>0</p>
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<ul style="list-style-type: none"> <li>The DWO certified and recommended suppliers for payment timely .</li> <li>Sample contracts verified to determine terms of payment were as follows: <ul style="list-style-type: none"> <li>(i)-Procurement no .BULA 589/WRKS/17-18/00027 dated17/1/2018 for extension of Bulaago gravity flow scheme in Lusha sub-county by M/S Anena Contractors, payment voucher No. 24/4/2018 dated 25/4/2018 of shs 16,470,492, receipt no. 002 dated 25/4/2018, contract price shs 18,503,100, date of completion and requisition for payment was 19/4/2018, date of certification by CAO 23/4/2018. Duration taken by CAO to certify payment 4 days i.e (19/4/2018 to 23/4/2018).</li> <li>The manual provides for a period not exceeding 2 months to certify payment to suppliers, therefore, the LG certified for payment timely.</li> <li>(ii)-Procurement no .BULA 589/WRKS/17-18/00032 dated17/1/2018 for rehabilitation of Sisiyi-SIMU gravity flow scheme in Sisiyi and SIMU sub-counties by Masiga General Enterprises Ltd, payment voucher No.V 16/4/2018 dated 16/4/2018 of shs 16,394,587, receipt no.(no number) dated 17/4/2018, contract price shs 18,436,950, date of completion and requisition for payment was 13/4/2018, date of certification by CAO 13/4/2018. Duration taken by CAO to certify payment "0" days i.e (13/4/2018 to 13/4/2018).</li> <li>The manual provides for a period not exceeding 2 months to certify payment to suppliers, therefore, the LG certified for payment timely.</li> </ul> </li> </ul>	<p>3</p>

Financial management and reporting			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	<ul style="list-style-type: none"> <li>The LG could not ascertain the actual dates when the water annual performance report and quarterly reports for FY 2017/18 had been submitted to Planning unit for consolidation.</li> </ul>	0
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>If sector has no audit query score 5</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> <li>If queries are not responded to score 0</li> </ul>	<p>The LG water sector has provided information to the internal audit on the status of implementation of all audit findings for the year 2017/18.</p> <p>Responses to management letters raised by internal audit dept. Including the status of implementation of all audit findings were as follows:</p> <ul style="list-style-type: none"> <li>Qtr 1 response dated 26/11/2017, total number of queries raised were 25 and 24 were cleared, leaving 1 pending.</li> <li>Qtr 2 response dated 29/1/2018, total number of queries raised were 17 and 7 were cleared, leaving 10 pending.</li> <li>Qtr 3 response dated 25/4/2018, total number of queries raised were 28 and 27 were cleared, leaving 1 pending.</li> <li>Qtr 4 response dated 23/7/2018, total number of queries raised were 36 and 33 were cleared, leaving 3 pending.</li> </ul>	3
Governance, oversight, transparency and accountability			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	<ul style="list-style-type: none"> <li>Review of four (4) sets of minutes of the Social Services Committee for meetings held on 4th/09/2017, 14th/12/2017, 22nd/03/2018 and 15th/05/2018 affirmed that though some service delivery issues were discussed, performance assessment results, LG PAC reports and submissions from the DWSCC had not been discussed.</li> <li>Examples of issues discussed included on 14th/12/2017 discussed Qtr 1 progress reports under Min 6-7/WTS/2017 - capital contribution for water sources in Bwikhonge SC which had been made in quarter 2 and on 22nd/03/2018 under Min. 7/WTSC 3/2018 discussed delayed procurements and expressed fear that funds could be returned to Central government.-</li> </ul>	<p>0</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	<ul style="list-style-type: none"> <li>Social Services Committee had presented to Council reports and recommendations for approval as evidenced by Min.5/COU 4/2018 of 27th/04/2018 e.g. that the District should lobby MoWE to construct a District Water office and under Min. 6/COU 05/2018 of 25th/05/2018 e.g. Water office should be allocated land at the district H/Q for office construction and that a water borne toilet be constructed in Nabbongo corner in either Muyembe or Nabbongo SC.</li> </ul>	<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"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	<p>The Annual Work Plan, Budget and water development grant releases and expenditures have been displayed on the district notice board as par the PPDA act.</p>	<p>2</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>Of the four water sources visited in masira sub county, project names, dates for construction, the contractor and source funding was displayed.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>Information was displayed on the district notice board for all the projects by both procurement unit and water department.</p>	<p>2</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>In buluganya sub county, buluganya parish, applications letter dated 6/4/2018.</p>	<p>1</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>Four water supply in, nabbongo s/c, facilities in the sub counties of nabbongo, bunambutya, muyembe and bumugibole were fenced and had functional user committees</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>The evidence for environmental screening was on the four major projects as follows; Bulago gfs on ESS forms dated 6/4/2018, buluganya gfs dated 6/4/2018 and masira gfs dated 6/4/2018, bulago annex 6/4/2018, sisiro/simu 6/4/2018, bunambutye 6/4/2018 and bwikhonge 29/5/2018.</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>There was no no environmental concerns raised despite the screening.</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"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>Bulago gfs on ESS forms dated 6/4/2018, buluganya gfs dated 6/4/2018 and masira gfs dated 6/4/2018, bulago annex 6/4/2018, sisiro/simu 6/4/2018, bunambutye 6/4/2018 and bwikhonge 29/5/2018</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"> <li>If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3</li> </ul>	<p>Information from bulambuli District field visit and on file, out of six committee members three were women and occupied positions of the treasurer.</p> <p>Bulaganya s/c bulaganya parish, positions of vice chair person, treasurer, secretary, mobilizer, and care taker were all women, in masira sub county positions of vice c/person, and treasurer were women.</p>	<p>3</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"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	<p>Sanitation facilities were not included both in previous and current financial years.</p>	<p>0</p>