



Local Government Performance Assessment

Bundibugyo District

(Vote Code: 505)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	70%
Educational Performance Measures	68%
Health Performance Measures	42%
Water Performance Measures	69%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>LG submitted APC on 26th July 2018 as per data at MOFPED and within the extended MOFPED deadline of 1st August 2018.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>LG submitted the budget that includes the procurement plan for FY 2018/19 on 26th July 2018 as per data at MOFPED.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>LG submitted APR on 26th August 2018 as per data at MOFPED.</p>	<p>No</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>LG submitted the quarterly budget performance reports during FY 2017/2018 as hereunder:</p> <p>Quarter Date of submission Reference</p> <p>Quarter 01 20/ 12/2017 As per MOFPED Data</p> <p>Quarter 02 04/03/2018 “</p> <p>Quarter 03 17/05/2018 “</p> <p>Quarter 04 26/08/2018 “</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</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"> • The LG submitted the responses on the Internal Auditor General's report for the FY2016/17 on 23rd March 2018. The responses were received on 23rd March 2018 by MOFPED, Accountant General, IGG, MOLG 	<p>Yes</p>

recommended the Accounting Officer to take action in lines with applicable laws.

- If LG submitted a 'Response' (and provide details), then it is compliant
- If LG did not submit a 'response', then it is non-compliant
- If there is a response for all –LG is compliant
- If there are partial or not all issues responded to – LG is not compliant.

and Auditor General.

- On the implementation of Internal Audit reports recommendations, for FY 2016/17 the issues raised were responded to adequately and hence all issues were all resolved.

- The LG submitted responses on the Auditor General's report for FY 2016/17 on 22nd March 2018 which was received on 23rd March 2018 by MOFPED, Auditor General and Parliamentary LGAC.

- There were Four Queries Raised. These were responded too as detailed below:

- 1- Outstanding Commitments / domestic arrear totalling to UGX 589,325,051 for domestic Pension lacked necessary documents.

- 2-There was stock outs of Medicine and Health Supplies ranging between 5 to 83 days as a result of NMS to supply drugs and supplies in quantities ordered by Health facilities?

- 3-Understaffing in Health facilities were at 60% of 256pax i.e. 156.

- 4-Ugx 54,388,756 was paid to some employees yet they didn't appear.

- All the above issues and recommendations, the Accounting officer has taken appropriate action on issues raised for implementation.

The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.

The report from the Auditor General for the FY 2017/18, Local Government Unqualified Opinion Schedule for Fort Portal Branch No.17, for December 2018.

Yes

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was a functional physical planning committee as evidenced by :</p> <p>i. The formal appointment of the Physical Planning Committee, as found in a communication dated 28th July 2017 from the CAO appointing members to the Physical Planning Committee that was provided.</p> <p>ii. The building plan register was found in place indicating a turnaround time of submissions of less than 30 days. E.g. application to construct a power plant at Ndugutu was received on 3rd December 2017 and approved during the DPPC meeting held on 8th December 2017.</p> <p>iii. Minutes of the Physical Planning Committee indicating that it was conducting business were provided for meetings as evidenced by the submissions to the MoLHUD Kabarole Zonal Office.</p>	1
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>The DLG submitted four (4) sets of Minutes of the District Physical Planning Committee meetings to the Ministry of Lands Housing and Urban Development zonal office in Kabarole as shown hereunder:</p> <p>i. Minutes of meeting held on 6th September 2018, submitted on 2nd October 2018.</p> <p>ii. Minutes of 20th March 2018, submitted on 2nd October 2018.</p> <p>iii. Minutes of meeting held on 11th October 2017, submitted on 2nd October 2018.</p> <p>iv. Minutes of meeting held on 8th December 2017, submitted on 2nd October 2018.</p>	1

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>There was no Physical Development Plan for the District hence consistency could not be verified. It was reported that there is a draft in place which is due for completion by end of 2018 after the due approvals are obtained.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>No evidence of action area plan was provided since there was no approved physical development plan.</p>	<p>0</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>Priorities(though not all) in the AWP/Approved Budget Estimates for FY 2018/19 were based on the outcomes of the Budget Conference as found in the “Budget Conference(FY 2018/19) Report” held on 25th October 2017 submitted to CAO on 31st October 2017 as shown here-under:</p> <p>Education:</p> <ol style="list-style-type: none"> 1. Latrine construction and rehabilitation; whereas there is a provision in the AWP (Page 137) at UGX. 45,000,000/= it is not narrated as to where these will be undertaken. However in the Budget Conference report (Page 3) there is a mention of construction of 5 VIP latrines. There is however a remark that the locations will be determined by the Sectoral Committee. In the availed project profiles under Education (Page 26) the schools are mentioned namely Ighomerwa,Bundikeki,Bundimbere,Nyambaro and Bundimwendi primary schools. The figure allocated is UGX. 180,000,000/= contrary to what is in the AWP of UGX. 45,000,000/=. 2. Health : <ol style="list-style-type: none"> a. Construction and upgrading of Burondo and Bupomboli HCIIIs were found in the approved AWP (Pg.131) and budget conference report (Pg.3). 3. Water: <p>There is no clear articulation of investment priorities in the AWP (Pages 144 & 145). Only recurrent activities are provided for. However the Budget Conference Report (Page 4) provides for :</p> <ol style="list-style-type: none"> a. Reconstruction of Kyogho GFS Phase II and extension from irambura PS to Butwaka and Butukuru Villages – RWCG b. Construction of Karangitsyio GFS Phase II c. Rehabilitation of Ngite-Pickfare GFS phase I and other incidental repairs in Mirambi and Kisubba S/Cs to cost UGX. 50,000,000/= d. Water quality testing for 240 new and old sources to cost UGX. 23,000,000/=
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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"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>Capital investments in the approved AWP for FY 2018/19 were derived from the 5year DDP(2015/2016-2019/2020) as shown hereunder:</p> <p>1. Education:</p> <p>Latrine construction and rehabilitation though provided for without narration in the AWP (Page 137) at UGX. 45,000,000/= could be traced in the DDP (Page 169) under the with the provision for Bundibugyo PS, Bugombwa PS,Butogo PS,Kuka PS,Bubandi PS,Burondo PS,Bulimba PS, Buhuguha PS,Kaleyaleya PS and Busaru PS with an estimated cost of UGX. 72,600,000/= for FY 2018/19.It is not clear which particular schools would be covered in the current year.</p> <p>However it is important to note that of all the schools mentioned above none was found in the availed project profiles under Education (Page 26). The schools that are mentioned therein namely Ighomerwa, Bundikeki, Bundimbere,Nyambaro and Bundimwendi primary schools had a budget of UGX. 180,000,000/=.</p> <p>2. Health :</p> <p>Construction and upgrading of Burondo HC IIs as found in the approved AWP (Page 131) is found in the DDP (Page 164). However construction of Bupomboli HC II as found in the AWP (Page 131) is not found in the DDP. A council minute variation to the provision in the DDP was not availed.</p> <p>3. Water:</p> <p>There is no clear articulation of capital investments in the AWP (Pages 144 & 145) and therefore provisions in the DDP could not be verified.</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"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>Project profiles for FY 2018/19 were developed and discussed by TPC at its meeting held on 30th May 2018 under Min. 66/DTPC/May /2018: Presentation of Project Profiles for FY 2018-19.</p>	<p>2</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • 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. 	<p>Annual Statistical Abstract of 2017/18 with gender disaggregated data was compiled and presented to the DTPC at its meeting of 29th June 2018 under Min. 72/DTPC/June/2018: Discussion of the District Statistical Abstract FY 2017/2018.</p>	<p>1</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>Not all Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the approved Annual Work Plan and Budget as shown in the sampled projects hereunder:</p> <p>Education:</p> <p>Construction of 3 classrooms at Karambi PS as found in the APR(Page 65) was not found in the approved work plan and budget (Page 1,Education Outputs(classroom construction and rehabilitation). Only Kasaka PS 2 classroom block was found.</p> <p>Health :</p> <p>Construction of 2 latrines at Burondo and Bundingoma Health Units as found in the APR (Page 61) could not be traced under the respective output in the approved work plan and budget (Page 3) only provisions for Buhanda and Kasulenge Health Centre IIs were provided for at a cost of UGX. 30,396,000/=</p> <p>Water:</p> <p>Construction of Karangitsio GFS Phas1 in Harugale SC as found in the APR (Page 77) was found in the in the approved work plan and budget(Page 4)</p>	<p>0</p>
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<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>Out of the 5 sampled investment projects (shown hereunder), all were implemented during the year under review representing 100% performance as found in the APR</p> <p>Planning(1):</p> <p>Improved office accommodation in AWP (Page 2) Planning Unit section and in the APR (Page 91).</p> <p>Administration(1):</p> <p>Renovation of the administration block-(Page 4) section of AWP and in the APR (Page 38)</p> <p>Education(1):</p> <p>Construction of 5 stance latrines at Bunguha PS, Bulinda PS, Bubandi PS and Busaru PS as found in the AWP (Page 2) and in the APR (Page 65-66).</p> <p>Health(2) :</p> <p>Rehabilitation of the general hospital as AWP (Page 5) and APR (Page 61); latrine construction as found in the AWP (Page 4) and APR (Page 61)</p>	<p>4</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>Planning(1):</p> <p>Improved office accommodation budget UGX. 15,000,000 and Expenditure UGX. 19,843,000/=.</p> <p>Administration(1):</p> <p>Renovation of the administration block Budget (UGX.100,000,000/=) and UGX. (170,624,000/=). The expenditure included pending payment from FY 16/17.</p> <p>Education(1):</p> <p>e.g. Construction of 5 stance latrines at Bunguha PS, Bulinda PS and Bubandi PS Budget : UGX. 181,633,000/= and Expenditure (UGX. 109,274,000/=).</p> <p>Health(2) :</p> <p>e.g. rehabilitation of the general hospital as Budget UGX. 300,000,000 and Expenditure (UGX.312,076,000/=).</p> <p>Latrine construction Budget (UGX. 30,396,000/=) and Expenditure (UGX. 28,876,000/=)</p>	<p>2</p>

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>The LG has budgeted and spent at least 80% as shown hereunder:</p> <ol style="list-style-type: none"> Reviewed assets and projects in need of maintenance as found in the project profiles of 2017/18. The LG costed the maintenance of these assets in the project profiles as found in the AWP at UGX. 285,778,000/=. According to the annual final accounts the LG spent UGX. 1266503416. The LG spent 343.2 % of the O&M budget as shown above. 	<p>2</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"> Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>Not all heads of department positions were filled substantively</p> <p>The ones not filled substantively are:-</p> <ol style="list-style-type: none"> District Health Officer District Natural Resources Officer District Engineer District Community Development Officer District Production &Marketing Officer <p>The ones appointed substantively are:-</p> <ol style="list-style-type: none"> Chief Finance Officer District Education Officer <p>Their staff structure provided for 8 including the Deputy CAO</p> <p>The % of HoD positions filled substantively is 5/8=62.5%</p>	<p>0</p>

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<ul style="list-style-type: none"> • 100% of the 8 HoD's had been appraised by CAO for the previous FY, as per the guidelines of MoPS (CIRCULAR STANDING INSTRUCTION NO1 OF 2016) • Namely :- • 1- Ag. District Health Officer -Dr. Kiyita Christopher- Appraised in July 2018 2- Ag. District Natural Resources Officer- Maate Jackus - Appraised in July 2018 3- Ag.District Engineer - Mihindo Robert Bithi- Appraised in July 2018 4- .Ag District Community Development Officer - Manzi Maisaba -Appraised in July 2018 5- Ag. District Production &Marketing Officer - Muganda Basiime- Appraised in July 2018 6- Ag Deputy C A O- Kizungu Zakayo - Appraised in July 2018 <p>The ones appointed substantively are:-</p> <ul style="list-style-type: none"> 1- Chief Finance Officer - Isiko Moses - Appraised in July 2018 2- District Education Officer - Bamwitirebye Peter - Appraised in July 2018 	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<ul style="list-style-type: none"> • 100% the 41 vacancies submitted to DSC for recruitment during 2017-2018 • Had been considered. • Reference made to • 1- vacancy declaration dated 27th /10/2017 for assistant inventory officer- Considered under DSC min 32/DSC/2018 • 2- Commercial officer position declared ON 27/10/2017 by CAO – Considered by the DSC under min. 33/DSC/2018 	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<ul style="list-style-type: none"> • 100% of 67 staff submitted for confirmation had been considered by the DSC. All the 30 employees were confirmed in service • Reference made to submission CR/159/2 dated 2nd /8/2017 all considered under DSC min 4/DSC/2017 	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<ul style="list-style-type: none"> • 100% of 5 staff submitted for disciplinary to the DSC were considered. There was a single disciplinary case submitted by CAO on the 12/2/2018 for Asiimwe Rabbecca which was considered under DSC min 27/DSC/2018 	<p>1</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<ul style="list-style-type: none"> 100% of the 40 staff recruited in previous financial year had accessed the pay roll with in two month as evidenced in the IPPS in relation to their appointment letters and posting instructions. <p>Sampled employee files were for:-</p> <ul style="list-style-type: none"> 1- Masika Annet who was appointed ON 26/6/2018 under min. 20/DSC/2018 and accessed pay roll on 26/6/2018 2- Kasasia Ibrahim who was appointed on 6/6/2018 under DSC min.28/6/2018 3- Amany Anne who was appointed on 6/6/2018 under min. 22/DSC/2018 and accessed pay roll on 28/6/2018 According to their pay slips, in respect of DSC minutes 	<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"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>No pensioner out 11 who who retired in the FY 2017-2018 had accessed pensioner's pay roll with in two month after retirement according to the pensioner's soft ware pay roll and pensioners register.</p>	<p>0</p>
<p>Revenue Mobilization</p>			

<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> •• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<ul style="list-style-type: none"> • The OSR revenue for 2016/17 was UGX 165,553,017 as shown in the Draft Financial statements prepared on 29th August 2018, and received by the Accountant General on 17th September 2018 and Office of Auditor General of Fort Portal Branch on 29th August 2018. • Page 5, Statement of Financial Performance, Page 10, Statement of Appropriation Account and Page 18, Note 2: Local Revenue of the Final Accounts for FY 2017/18. • The Local revenue collected in FY 2017/18 was UGX. 185,958,656, this was an increase of UGX 20,405,549 (185,958,656-165,553,107), which translates to 12.32% increase. This is more than 10% increase. The LG was compliant. 	<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"> • 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. 	<ul style="list-style-type: none"> • From the Draft financial statements 2017/18, page 5 & 6 Statements of Financial Performance, page 10 Statement of Appropriation Account, page 18 Note 2: Local Revenue, and page 26 on Statement of Revenues Collected during the year, the Original Budget for Local revenue was projected at UGX 477,312,656 and the Actual local revenue collection realised was UGX 185,958,656. This translates into a revenue collection ratio of 38.9% which is 61.1% outside the allowable range of +/- 10% range. • The LG is not compliant. 	<p>0</p>

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<ul style="list-style-type: none"> Sec 85 of LGA (2) "In rural areas, revenue shall be collected by the sub county councils, and a sub county council shall retain 65 percent, or any other higher percentage as the district council may approve, of the revenue collected by it and pass the remaining percentage over to the district" (4) "A district council may, with the concurrence of a sub county, collect revenue on behalf of the sub county council but shall remit 65 percent of the revenue so collected to the relevant sub county." In this regard to (4) above the DLG collected Local Service tax from District staff Payrolls and Private companies in the District amounting to UGX 84,220,000. At the time of assessment there was no evidence provided by the LG to confirm this remittance. I am therefore unable to confirm compliance in this matter. LG was not compliant. 	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>From the Draft financial statements of 2017/18 on page 18 (Note 2): Local revenue, page 26 Statement of Revenues collected during the year for 2016/17 was UGX 165,553,107. (20% of this is UGX 33,110,621)</p> <p>The Actual Expenditure on Statutory bodies, page 6, Statement of Financial Performance and page 10, Statement of Appropriation Account, of the Draft financial statements, and Trial Balance, UGX 518,064,034 was spent in total. This figure includes the GOU Grants to this sector.</p> <p>However the amount spent from Local revenue Funding Source: Local Revenue 03, Vote Cost Centre: 030100, 030600 & 030700 and Expenses Account: Allowances 211103: 31,863,600.</p> <p>Therefore $(31,863,600 / 165,553,107) = 19.2\%$ is within the allowable limit of 20%. The LG is not spending above 20% and therefore is compliant.</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"> • Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The District has the position of a Senior Procurement Officer(Birungi Betty) recruited on 15/12/2015 under Min. 102/DSC/2015.</p>	<p>2</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>All reports of the Evaluation Committee were submitted to the Contracts Committee during FY 2017/2018 on 12/10/2017.</p>	<p>1</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>From the TEC and Contracts committee minutes, it was established that the Contracts Committee considered recommendations of the TEC for example;</p> <ol style="list-style-type: none"> 1. Construction of VIP latrine at Burondo HC II was recommended and awarded to Kake Corporates Ltd at a contract sum of UGX 25,640,195 under DCC Min.22/BDCC/2017-18 during TEC and DCC meetings that sat on 2/10/2017 and 12/10/2017 respectively. 2. Rehabilitation of Bundibugyo general hospital phase II was recommended and awarded to SEECO Hardware & general Construction Ltd at a contract sum of UGX 289,978,292 under DCC Min.22/BDCC/2017-18 during TEC and DCC meetings that sat on 2/10/2017 and 12/10/2017 respectively. 3. Construction of a 3 classroom block at Karambi P/S was recommended and awarded to Sirraford Uganda Ltd at a contract sum of UGX 139,003,664 under DCC Min.22/BDCC/2017-18 during TEC and DCC meetings that sat on 2/10/2017 and 12/10/2017 respectively. 4. Reconstruction of Kyogho GFS phase I was recommended and awarded to Mamuka Multipurpose Co. Ltd at a contract sum of UGX 61,482,750 under DCC Min.22/BDCC/2017-18 during TEC and DCC meetings that sat on 2/10/2017 and 12/10/2017 respectively. 5. Extension of Bubukwanga GFS to Nyabunde in Kirumya S/c was recommended and awarded to SEECO Hardware & general Construction Ltd at a contract sum of UGX 86,631,930 under DCC Min.22/BDCC/2017-18 during TEC and DCC meetings that sat on 2/10/2017 and 12/10/2017 respectively.
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The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

• 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

a) The procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget for example;

1. Construction of laboratory at district H/Qs appears on page 1 of the PDU plan, page 22 of the budget and AWP.

2. Phased renovation of planning Unit offices appears on page 2 of the PDU plan, page 61 of the budget and AWP.

3. Reconstruction of Kyogho GFS phase II appears on page 2 of the PDU plan, page 49 of the budget and AWP.

4. Construction of 5 stance VIP latrine at Ighomerwa P/S appears on page 2 of the PDU plan, page 35 of the budget and AWP.

5. Construction of Karangitsio GFS appears on page 3 of the PDU plan, page 49 of the budget and AWP.

6. Construction of VIP latrine at Busunga HC II and Nyahuka HC IV appears on page 1 of the PDU plan, page 27 of the budget and AWP.

b) All procurements in previous FY were implemented according to plan, for example;

1. Construction of VIP latrine at Burondo HC II appears on page 3 of the PDU plan.

2. Rehabilitation of Bundibugyo general hospital phase II appears on page 1 of the PDU plan.

3. Construction of a 3 classroom block at Karambi P/S appears on page 7 of the PDU plan.

4. Reconstruction of Kyogho GFS phase I appears on page 9 of the PDU plan.

5. Extension of Bubukwanga GFS to Nyabunde in Kirumya S/c appears on page 6 of the PDU plan.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>The LG had prepared 80% of the bid documents for all investment/infrastructure by August 30; All major projects' bid documents were submitted for approval to DCC on 15/08/2018 under Min. 04/BDCC/2018-19. These include;</p> <ol style="list-style-type: none"> 1. Construction of laboratory at district H/Qs. 2. Phased renovation of planning Unit offices. 3.Reconstruction of Kyogho GFS phase II 4. Construction of 5 stance VIP latrine at Ighomerwa P/S. 5. Construction of VIP latrine at Busunga HC II and Nyahuka HC IV. 6. Construction of Karangitsio GFS. 	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>The LG has an updated contract register and has complete procurement activity files for all procurements; for example project completion certificates had been filed and raised as follows;</p> <ol style="list-style-type: none"> 1. Construction of VIP latrine at Burondo HC II – completion certificate raised on 24/08/2018 2. Rehabilitation of Bundibugyo general hospital phase II – completion certificate raised on 24/08/2018 3. Construction of a 3 classroom block at Karambi P/S – completion certificate raised on 25/08/2018 4. Reconstruction of Kyogho GFS phase I – completion certificate raised on 24/08/2018 5. Extension of Bubukwanga GFS to Nyabunde in Kirumya S/c – completion certificate raised on 24/08/2018 	<p>2</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>The LG adhered with procurement thresholds as evidenced below;</p> <ol style="list-style-type: none"> Construction of VIP latrine at Burondo HC II – contract sum of UGX 25,640,195- selective bidding. Rehabilitation of Bundibugyo general hospital phase II – contract sum of UGX 289,978 - open National bidding. Construction of a 3 classroom block at Karambi P/S – contract sum of UGX 139,003,664 - open National bidding. Reconstruction of Kyogho GFS phase I – contract sum of UGX 61,482,750 - open National bidding. Extension of Bubukwanga GFS to Nyabunde in Kirumya S/c – contract sum of UGX 86,631,930 - open National bidding. 	2
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	<p>All works projects implemented in the previous FY were appropriately certified – interim certification for all projects was based on technical supervision. For example;</p> <ol style="list-style-type: none"> Construction of VIP latrine at Burondo HC II – Engineer certified on 24/02/2018 and 14/06/2018. Rehabilitation of Bundibugyo general hospital phase II – Engineer certified on 09/02/2018 and 14/01/2018. Construction of a 3 classroom block at Karambi P/S – Engineer certified on 22/12/2017 and 09/02/2018. Reconstruction of Kyogho GFS phase I – Engineer certified on 20/03/2018 and 21/05/2018. Extension of Bubukwanga GFS to Nyabunde in Kirumya S/c – Engineer certified on 18/05/2018 and 05/02/2018. 	2
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There was no project implemented yet at the time of assessment.</p>	0

Financial management			
<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<ul style="list-style-type: none"> • The DLG had prepared Bank reconciliations for June 2018 on the following dates: • Bundibugyo D General Fund Account 16/8/2018 • Bundibugyo UNFPA – 15/8/2018 • District Health Aids Relief – 9/7/2018 • Bundibugyo D Youth Livelihood -30/8/2018 • Bundibugyo UWEP- 13/9/2018 • This is late and contravenes Regulation 73 of the LGFAR 2007. • As for July and August 2018, for all its Five Bank Accounts at the time of assessment, were not reconciled. <p>The LG is on IFMS and on running the General Ledger Reconciliation Summary Report all the Bank Accounts had un reconciled items.</p> <p>The LG is not compliant.</p>	<p>0</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<ul style="list-style-type: none"> • From the sample of payments made during the financial year, Education department worth UGX 202,134,256, Health Department worth UGX 258,950,625 and Water and Sanitation Department worth UGX 359,093,491. These payments were made within one month of requisitions being raised. The LG was compliant in this area. 	<p>2</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<ul style="list-style-type: none"> • The DLG has a substantial District Principal Internal Auditor. In the names of M/s Tusabe Joyce who was appointed on 01/02/2011 under minute DSC Min.11/DSC/2011. 	<p>1</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG produced all Quarterly reports as follows :</p> <p>Quarter 1 on 27/10/2017</p> <p>Quarter 2 on 12/02/2018</p> <p>Quarter 3 on 20/07/2018</p> <p>Quarter 4 on 24/07/2018</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of 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 LGPAC has considered only two quarterly reports on the following dates:</p> <p>Quarter 1 PAC Sitting on 27/06/2018</p> <p>Quarter 2 PAC sitting on 28/06/2018</p> <p>Quarter 3 PAC Not yet reviewed.</p> <p>Quarter 4, PAC Not yet reviewed.</p> <p>The LG PAC has produced only two Report(s) for the first two Quarters, they were made on 25th July 2018. It's important to note that the quarter 1 Audit report was reviewed after six months of receipt.</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"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>The reports were submitted to the LG Accounting Officer and LGPAC on the following dates:</p> <p>Quarter 1 on 11/01/2018</p> <p>Quarter 2 on 15/02/2018</p> <p>Quarter 3 on 13/08/2018</p> <p>Quarter 4 on 13/08/2018</p> <p>The LGPAC has reviewed only two Quarters. The first and second quarters on 27th June 2018 and 28th June 2018, reports were made on 25th July 2018 for the two quarters respectively.</p> <p>Not reviewing Quarterly reports in a timely manner is making the role of PAC as an Accountability organ very irrelevant and incompetent.</p> <p>The LGPAC needs to improve on its performance so that they can contribute positively as an Accountability arm of the District as by law established.</p>	<p>0</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"> • Evidence that the LG maintains an updated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<ul style="list-style-type: none"> • The DLG maintains a detailed and updated Asset register as per format in the Accounting Manual. • All the Assets acquired during the FY2017/18 were posted in the Register at the time of assessment. All additions during the year, from the Draft financial statements (Page 21 Note 8: Consumption of Property, Plant and Equipment (Fixed Assets) and page 33 of : Summary statement of stores and other assets (physical assets) as at end of the year- June 2018) detailed below were all included : • Non Residential Buildings UGX 15,000,000, and Furniture and fittings UGX 18,000,000 all cumulatively totalling UGX 33,000,000. • The LG was compliant. 	<p>4</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"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<ul style="list-style-type: none"> • The report from the Auditor General for the FY 2017/18, Local Government Unqualified Opinion Schedule for Fort Portal Branch No.17, for December 2018. 	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>The LG met and discussed service delivery related issues. At the District Council meeting held on 28th August 2018, it met and discussed service delivery issues e.g. under Min. 33/COUNCIL/FEB-2018: DEC RECOMMENDATIONS, The Council discussed the nominations of members of the HMC for Kikyo HC IV.</p>	<p>2</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>The LG had a designated person to coordinate response to feedback as evidenced by the letter dated 1st November 2017 from the CAO appointing Ms. Kisungu Zakayo/Principal Assistant Secretary.</p>	<p>1</p>

<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • 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 	<p>The LG has a specified system for recording and response as evidenced by the Grievances / Complaints guide and suggestion box found displayed on the Administration Block notice board.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>The payroll and pensioner schedule for July 2018 was found on display at the administration block notice board.</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>A procurement plan and notice of awarded contracts were found on display at the PDU/Administration notice board.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>LG published the performance assessment results for FY 2016/17 as evidenced by the display on the main notice board at the District Administration Block.</p>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>The HLG communicated and explained national guidelines and circulars as found in the “report to CAO from the Population Officer on dissemination of DDEG Guidelines to Lower Local Governments”. The meeting attended by sub-county chiefs and Town Clerks representing was held on 21st March 2018.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>The LG during the previous FY conducted discussions with the public through Barazas as found in a Baraza performance report of discussions held at Bubandi sub-county Headquarters. The report amongst others detailed revenues and receipts for FY 2016/17; human resources status and the staffing situation.</p>	<p>1</p>
<p>Social and environmental safeguards</p>			
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women’s roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>No evidence seen on provision of guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities.</p>	<p>0</p>

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>From the AWP FY 2018/19 under the Community based services sector, it was established that the gender focal person and CDO had planned activities to strengthen women's roles and address vulnerability and social inclusions as follows;</p> <ul style="list-style-type: none"> • Planned to support women council executive meetings • Train, sensitise and support women groups in income generating activities, saving and credit management. • Monitoring and mentoring of women programmes/project activities <p>The LG also performed at 100% on gender mainstreaming budget, i.e. budgeted UGX 2,000,000 and spent it all.</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"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>EIA wasn't done appropriately for all the implemented projects last FY, the only projects screened were; Reconstruction of Kyogho GFS phase I on 30/05/2018, renovation of district administration block on 04/12/2017, construction of VIP latrine at Kaleyaleya P/S on 201/01/2018, construction of bridge at Nyambaro on 02/08/17, construction of a 2 classroom block at Busaru P/S on 30/04/2018, construction of Ndugutu GFS on 30/03/2018 and construction of spring well at Bukonzo S/c on 01/10/2017, but the following projects were not screened; Construction of VIP latrine at Burondo HC II, Rehabilitation of Bundibugyo general hospital phase II, Extension of Bubukwanga GFS to Nyabunde in Kirumya S/c, Constructions of a 3 classroom block at Karambi P/S. etc...</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>Whereas some contract bid documents had environmental and social management, health and safety plans integrated there in, it wasn't the case in some bid documents, for example; Rehabilitation of Bundibugyo general hospital phase II and Extension of Bubukwanga GFS to Nyabunde in Kirumya S/c.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>LG didn't provide any proof of land ownership to places where all projects were implemented.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>Completed ESM forms seen for the construction of the bridge at Nyambaro and construction of a VIP latrine at Kaleyaleya P/S were signed on 30/10/2018 and 05/05/2018 respectively by the Environment officer alone without the CDO. For the rest of the other implemented projects, no ESM forms were completed.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>The contract payment certificated for all implemented projects didn't include prior environmental and social clearance.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>Apart from a report dated 05/10/2017 for selected projects i.e. Hydro power plant, ndugutu – bubandi GFS and force on account roads construction done by Environment officer alone, there was no monthly report that includes, completed checklists, deviations observed with pictures and corrective actions taken done by the Environmental Officer and CDO for the rest of the implemented projects last FY.</p>	<p>0</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<ul style="list-style-type: none"> The approved performance contract FY 2018/2019 pg 14, indicate a wage of 10.2bn budgeted for 984 teachers for 107 schools. On average $984/107 = 9$ teachers per school which is above the minimum standards. 	4
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 	<ul style="list-style-type: none"> Basing on random sampling done on the staff deployment list, the department meets minimum standards as indicated in the following schools against their teachers: <ul style="list-style-type: none"> Bubandi p7- 15, Kasanzi p7- 9, Hakitenya p7- 11, Ngamba p7- 8, Katera p7- 8, Hamutiti p7- 8, Simbya p7- 8, Budenge p5- 6, Izahura p7- 17, Lamya p7- 8, Bundimagwara p7- 10. The schools sampled for visiting to verify deployment conforms with minimum standards as below; (Key:- SL- Staff List, and PV- Physical verification of deployment on ground) <ul style="list-style-type: none"> Mataisa- SL- 8, PV- 9, Bundinyama SL- 10, PV- 10, Bugombwa SL- 15, PV- 15, Bundibugyo moslem SL- 12, PV- 12. 	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"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<ul style="list-style-type: none"> • The performance contract budgeted for a wage bill of 10.2bn, to cater for 984 teachers, while currently the department outpost staff operates with 944 teachers. • Computation $(944/984) * 100 = 96\%$ 	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<ul style="list-style-type: none"> • The approved staff establishment as advised by MoPS in a letter on 7/7/2017, Indicates 2 positions of schools inspector, and 1 positions of Senior Inspector of schools. • All positions are filled by; <ol style="list-style-type: none"> 1. DIS- Mr. Byamukama john; 2. Mr. Mate Charles; 3. Batagarire Justus. 	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<ul style="list-style-type: none"> • The department recruitment plan submitted to CAO on 5/2/2018 shows 38 classroom teachers and 8 head teachers. 	<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"> • School Inspectors: score 2 	<ul style="list-style-type: none"> • Schools inspectors' positions are all filled as indicated in PM.3 above. 	<p>2</p>
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Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>All the 2 schools inspectors had been appraised by</p> <p>Namely;-</p> <ol style="list-style-type: none"> 1- Mathe Charles – Appraised by CAO on 25/7/2018 2- Byamukama John – Appraised by CAO on 30/7//2017 	<p>3</p>
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<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>100% of head teachers had been appraised by the DEO , by 31/1 2018 for the 2017 calendar year</p> <p>A sample of 12 was picked, and they are:-</p> <ol style="list-style-type: none"> 1- Komunjara David – Kabuga PS 2- Buseesi Stephen – Bunguha PS 3- Bagonza – Kahumbu PS 4- Mbahimba Justus – Munguni PS 5- Bagaya Emmanuel – Busaru PS 6- Mugisa Robert – Bundimagwara PS 7- Biira Zainab – Bundibugyo Demo PS 8- Kubomwe John – Kisuuba PS 9- Muhindo Peter – Lamya PS 10- Bwambale Peter – Busanza PS 11- Businge Stanley – Buganikeri PS 12- Ndyanabo Julius – Kukka PS 	
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<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>Verify evidence of existence of written communications, guidelines, circulars etc</p> <p>Circulars and Guidelines that were communicated FY 2017/2018 include;</p> <ol style="list-style-type: none"> 1. Enforcing Closure of illegal schools; dated on 26/3/2018, signed by PS. MOES. 2. Press release; Un licensed / un registered schools, dated on 22/11/2017; signed by PS. MOES. 3. NIRA: Non provision of data required by MOES for preparation of IPFs for 2018/2019, dated on 24/11/2017; signed by Executive director, MOES. 4. Circular on guidelines for PLE fees for 2018; dated 19/3/2019, signed PS. MOES . 5. Circular No. 04/2018; MDD: Uganda national primary schools performing arts festival for 2018; Games and sports. 6. Teacher’s presence and time on task; Roles and responsibilities, May 2018. 7. School feeding program in education institutions, dated 15/5/2017, but communicated on 28/82017. <ul style="list-style-type: none"> • Among the school sampled and visited, the following circulars were found (Key for circulars- as serialized above) <ul style="list-style-type: none"> - Mataisa p/s; 5, 6, 7, - Bundinyama p/s; 4, 5, 6, - Bugombwa p[/s; 4, 7, 	<p>1</p>
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<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>The department's mechanisms of dissemination include; DEO- Head teachers' review meetings, Photo copier point, Narrowing down circulars by re-writing circulars, and Radio talk shows, Messages/Calls/Watsapp.</p> <ul style="list-style-type: none"> • Department Circular; To all head teachers; Guidelines on registering of 2018 PLE candidate, dated on 19/3/2018, signed by CAO. • Department Circular; To all head teachers of private and government school; Term 2 games and sports activities, and MDD participation; dated on 12/07/2018, signed by sports officer. • Department meeting 25/7/2017; Min. 3/2018: DIS communication, about unlicensed and unregistered schools should be reported accordingly. 	<p>2</p>
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The LG Education Department has effectively inspected all registered primary schools²

Maximum 12 for this performance measure

• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced:

- o 100% - score 12
- o 90 to 99% - score 10
- o 80 to 89% - score 8
- o 70 to 79% - score 6
- o 60 to 69% - score 3
- o 50 to 59 % score 1
- o Below 50% score 0.

The LG operates 107 government and 52 private schools officially submitted to DEOs office, total to 159 schools.

- Inspection report Term 1, dated on 25/4/2018, indicates 14 schools with electronic inspection.
 - Term 1 inspection report (traditional way) shows 25 government and 10 private schools, Report on 30/3/2018 indicates- 14 schools, Report on 27&28/2/2018- indicate 15 schools.
- Inspection report term 2 on 31/7/2018, has (14 government and 9 private schools), Report on 20/7/2018- 23 schools,
 - Term 2, e-inspection on 1/4/2018- 31/5/2018, received by MOES on 10/8/2018, indicates 22 schools.
- Inspection report for term 3 on 7/12/2017, 35 schools, and Report on monitoring and support supervision- 26 schools
- On average per term $(14+25+10+14+15) + (14+9+23+22) + (26+35)/3 = 69$
 $(69/159)*100 = 43\%$

However the schools sampled to verify on inspection minimum standards of once per term is as seen below:

 - Mataisa p/s was inspected on; 1/10/2017, 15/2/2018, and 4/7/2018.= (3/3)
 - Bundinyama p/s on; 19/9/2017, 5/2/2018, 18/6/2018.= (3/3)
 - Bugombwa p/s on; 7/3/2018. (1/3)
 - Babungi p/s on; 2/11/2017, 17/4/2018, = (2/3)
 - Bundibugyo Moslem on; 2/11/2017, 14/3/2018, 11/6/2018. =(3/3)
- Average inspection $(3/3+3/3+1/3+2/3+3/3)/5*100= 78\%$.
- Therefore; $(43\%+78\%)/2= 61\%$

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<ul style="list-style-type: none"> • On 6/3/2017, department meeting Min.3/2017; Remarks by Inspector; There is a lot of absenteeism in schools which has affected the teaching and learning process. - Min. 4/2017, the members requested DEO to follow up on the recommendations from inspection reports. • On 21/11/2017, basing on the above; Department list of 21 errant teachers was forwarded to rewards and sanctions committee. • Department meeting on 6/9/2017; DIS report; The department officials/staff visits to schools should identify/register themselves not as DEOs office but as inspectors. This was emanating from SMCs C/persons cross-examining inspections of their schools and found gaps on inspection. 	<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"> • 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 	<ul style="list-style-type: none"> • Submission for term 1 report, acknowledged on 31/4/2018. • Term 2 report submitted and acknowledged by DES secretary on 9/8/2018. 	<p>2</p>

<p>LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed- up: score 4. 	<ul style="list-style-type: none"> At Bundinyama on 20/6/2019, advised to have a blue book, display charts in classes and improve lesson planning. On 12/2/2018, staff meeting, Min.7/2018; Head teacher's remarks: teachers should have lesson plans and schemes of work, use of selective books relevant to the work. At Bugombwa on 9/3/2018 environment office visited and sensitized about the importance of managing school environment. With the aid/support of Tooro botanical gardens (NGO), school teachers have been trained on environmental issues and trees planted. 	4
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and PBS: score 5 	<ul style="list-style-type: none"> The PBS data list of schools submitted to MOFPED on 30/1/2018 for processing of UPE grants indicates 107 government aided schools with EMIS nos.; while the numbers from MOES are 104 schools, which is not consistent.. 	0
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<ul style="list-style-type: none"> Enrollment for the department basing on statistics captured and submitted for budgeting FY 2017/2018 for government aided schools, indicate 49,754 pupils; However, the enrollment figures from MOES indicate 47,784, which is not consistent 	0
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>At the Sitting of the Social Services Committee held on 15th March 2018, the Committee discussed service delivery issues under Min. 04/SSSC/03/2018: Sector Reports, it considered the need to provide furniture at Busaru PS, classroom construction at Kaleyeleya PS, Busunga PS and Bubandi PS.</p>	<p>2</p>
<p>The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>At the District Council meeting held on 22nd August 2017, it met and discussed recommendations from the Social Services Committee under Min. 5/BDLC/2017(1): Standing Committee Reports. The Council considered the request for approval of surveying school land to avoid encroachers.</p>	<p>2</p>
<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>Basing on the sampled schools (i.e. Bundibugyo moslem, Mataisa, Bundinyama, Bugombwa, and Bubungi)</p> <ul style="list-style-type: none"> • All schools had SMCs established and appointed by DEO under the guidelines in the Education Act, Second schedule S.3-6. Pg 48. • The functionality of SMCs is considered by minutes of meetings, and discussions about resource/ developmental issues as follows; <p>Bugombwa p/s term 1, on 13/2/2018; Min.6/2019: change of signatories for UPE account.</p> <p>- Term 2 on 3/6/2018; Approval of work plan, and UPE funds.</p> <p>- SMC did not seat meeting in term 3 of 2017. (2/3)</p> <p>Mataisa p/s, term 3 meeting on 23/10/2017; Min.1/2017: Presenting accountability for UPE funds.</p>	<p>3</p>

- Term 1, 2018 on 21/2/2018; Min. 2/2018: Parents should contribute a fee of 2000 each to cater for teachers' lunch.

- Term 2 on 4/7/2018, Min. 7/2018; discuss work plan. (3/3)

Bundinyama p/s term 3, 2017 meeting on 24/9/2017; Min. 2&3/2017: work plan and UPE accountability.

- Term 1 on 2/3/2018 meeting, Min. 4&5/2018: School project; Each parent to contribute 20 bricks for separating classroom shelters

- Term 2 2018, meeting records not seen. (3/3)

Bundibugyo Moslem p/s term 1 meeting on 13/2/2018; Min. 6/2018: Change of signatories for school UPE account.

- Term 2 meeting on 1/6/2018; Min. 3/2018: Approval of work plan for UPE funds

- No SMC seating in term 3, 2017. (2/3)

At Bubungi private p/s SMC is not functional. (0/3)

Analysis of meetings on average,
 $(2/3 + 3/3 + 3/3 + 2/3 + 0/3) / 5 * 100 = 67\%$

The LG has publicised all schools receiving non-wage recurrent grants

Maximum 3 for this performance measure

• Evidence that the LG has publicised all schools receiving non-wage recurrent grants

e.g. through posting on public notice boards: score 3

• Schools receiving capitation grants for quarter one was displayed on both department and administration block notice board indicating FY 2018/2019, worth 207,563,906.

• Also schools sampled for posting the same, also displayed releases in staff rooms as evidenced below;

• Bugombwa p/s received 0.9m, for two terms, and 1m for term 2.

• Bundibugyo Moslem received 1.2m, and 1.3m for term 1&2

• Mataisa p/s received 1.4m, for term 3, 2017.

• Bundinyama p/s received 2m for all terms

3

Procurement and contract management

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>Among the projects undertaken by the department FY 2017/2018, Assessor sampled three: 1. Renovation of 2 classroom blocks at Busaru; Kuka and Bunguha p/s- 5 stance Latrine project were sampled to check for procurement requisitions.</p> <ul style="list-style-type: none"> • The department planned projects include; Renovation of classroom block with office at Busaru p/s worth 18,007,370; Construction of 5 stances Latrine at Kuka p/s worth 30m; construction of 5 stance drainable latrine at Bunguha p/s worth 30m. • Procurement requisitions were all from the items budgeted for in FY 2017/2018, as shown below. • Rehabilitation of 2 classroom block project at Busaru p/s was initiated by SEO on 30/10/2017, and DEO on 1/ Nov/2017 and then COA on 1/11/2017; worth 18,997,370m. • Construction of 5 stance latrine at Kuka p/s, requisitions initiated by DEO on 15/8/2017, District planner also signed on same date and finally CAO on 23/8/2017. • Construction of 5 stance latrine at Bunguha p/s; Requisitions were initiated and signed by DEO and district planner on 15/8/2017, and finally CAO. <p>All procurement requisitions were in time before 30th April.</p>	<p>4</p>
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Financial management and reporting

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<ul style="list-style-type: none"> • From the sampled payments made during the year to various vendors worth UGX 202,134,256, which was spent on: <ul style="list-style-type: none"> • Banahumya Company Limited: The supply of 150 three seater Desks to Bundibugyo Parents, Bwandinyama, Bundibugyo Model and Bubandi Primary Schools, VR.No.705750. • Abamu Engineering Works (U) Ltd: Construction of a five stance VIP Latrine at Bunguha Primary School, VR.No.8153. • Kake Corporates Ltd: Renovation of a classroom Block at Busaru Primary School, VR.No.1955. • Sirafford Uganda Limited: Construction of three classroom blocks at Karambi Primary School, VR.No.602 & 911. • STK & Brothers Company Limited: Construction of 5 stance drainable Latrine at Kuka Primary School, VR.No.750750. • • All these payments were made on time and mostly within a week after requisition for payment was raised. 	3
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>No evidence that the department submitted to the Planner the annual performance report for the previous FY 2017/2018 by mid July was provided.</p>	0
<p>LG Education has acted on Internal Audit recom- mendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit 	<p>Eight Queries</p> <ul style="list-style-type: none"> • (1) Work plan not approved by Education Management Committee for Busunga and Mantoroba Primary schools. Induction yet to take place. • (2) Lack of Land titles and agreements for 	2

<p>query</p> <p>score 4</p> <p>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</p> <p>o If all queries are not responded to score 0</p>	<p>Busunga, Bumbwende, Mantoroba and Burambagira Primary Schools. Activity planned for FY2018/19.</p> <ul style="list-style-type: none"> • (3) Cash books not for Busunga, Bumbwende, Mantoroba and Bundimasoli Primary Schools. Capacity Building to enhance this not yet done. • (4) Absenteeism of staff at Bubandi, Hamutiti, Buhanda and Bundimulinga Primary Schools. The rewards and sanction committee sat on 25th May 2018 and took disciplinary action. • (5) No management and Finance Committee minutes for schools like Bundimulinga, Bundimbuga, Bundikahondo, Buhanda, Hamutiti and Bubandi Primary Schools. Management made administrative transfers and demotions to improve this. • (6) Gaps in teacher pupil's ratio in the following schools Bihanda, Bundimulinga, Bundikahondo, Izahura and Bubandi Primary Schools. 50 classroom Teachers were appointed on 7th June 2018 under Min.36/DSC/2018 to mitigate this shortage. • (7) Lack of furniture for Buhanda Primary School. Furniture purchase planned for FY2018/19. • (8) No annual work plans and budgets for Bundimulinga, Bundimbuga, Bundikahondo, Buhanda, Bubandi, Izahura and Hamutiti Primary Schhols. Management transferred there better Head teachers who have rectified the problem also DEO has put controls for schools, work plans & budgets must be presented before accessing UPE Funds. • • The sector has provided status of implementation and action taken to address these queries.
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<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<ul style="list-style-type: none"> Circular from department; All heads of government institutions, dated on 15/9/2017: Guidelines on Gender, Sanitation, and Environment compliance in your schools: Main streaming gender in education to bridge a gap between girls and boys, and special attention to crosscutting issues like disability and SNE. 	2
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<ul style="list-style-type: none"> Manual for guidelines on Water, Sanitation, and Hygiene- WASH; Emphasizes Hand washing after leaving Latrine- Use cheap methods like tippy taps; Supervised cleaning and provision of gender segregated Latrines; Supervised use of clean drinking water; Re-activate school health, hygiene, and environmental clubs; Daily hygiene parades conducted; Hand washing with soap before meals, among others. 	2
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<ul style="list-style-type: none"> Basing on schools sampled and visited, the results indicate that SMCs do not conform to gender guidelines of 1/3 of members on the founding body to be females, as shown below. <p>Bundibugyo Moslem P/school has 1 female out of 6 members; Bugombwa- 2/6; Bundinyama– 3/6, and Mataisa p/s 2/6.</p>	0

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<ul style="list-style-type: none"> DEOs circular: Environmental guidelines; Ensure contractors adhere to environment guidelines, like replacement of grass vegetation, Proper disposal of waste materials, General protection of environment, like dust bins, plant trees at schools, have messages for environmental conservation. DEOs –head teachers meeting 7/12/2017, Min. 2/12/2017; DEOs communication: Message of school feeding program, Gender mainstreaming, WASH program, school environment protection. Schools should implement guidelines and circulars disseminated to them. 	<p>1</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that 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 	<ul style="list-style-type: none"> Environmental and social screening report for construction of 5 stance latrine at Bunguha p/s was signed on 28/03/2018. Renovation of 2 classroom block at Busaru p/s was environmentally and socially screened and signed on 2/4/2018 	<p>1</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<ul style="list-style-type: none"> Monitoring reports in effect to site visits was not available at time of assessment. 	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<ul style="list-style-type: none"> • 22 Gov't facilities (Gov't – 1Hospital, 2HCIVs, 6HCIIIs, 13HCIIIs) exist in the district where staff on PHC Wage are deployed. • MoH approved structure provides for 528 posts (Including DHO's Office) to operate at 100% capacity. • DHO's staff list with stamp dated 30th June 2018 showed 421 posts filled. This meant that 107 posts were vacant in relation to the approved MoH staffing norms. This is 79.7% posts filled 	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>The recruitment plan submitted to HRM was not comprehensive and there was a discrepancy in dates between the plan submitted to the HRM with prioritized positions and the comprehensive one with all the vacant positions.</p> <ul style="list-style-type: none"> • Recruitment Plan for FY 2018/19 submitted by health department dated 10th April 2018 was availed from the HRM. It identified 15 posts for recruitment. • A comprehensive Recruitment Plan for FY 2018/19 from health department dated 30th August 2018 was availed. It indicated 538 approved positions with 429 filled and 136 vacant positions. This was 29 vacant positions in excess of the actual norms . <i>There was no evidence of submission of this plan to the HRM at the time of assessment.</i> 	6

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

Maximum 8 points for this performance measure

Evidence that the all health facilities in-charges have been appraised during the previous FY:

- o 100%: score 8
- o 70 – 99%: score 4
- o Below 70%: score 0

100% of Health unit In charges had been appraised by DHO according to their personal files,

A sample of 15 health unit in charges Out of the 31 in charges was used-

Namely.

- 1- Bukombi Geofrey – Kikyo H/C IV
- 2 – Dr Bwambale Amon – Appraised on 7/7/2018
- 3- Kakuriremu Jolly – Buryambwa H/C II
- 4- Dr Obwot Samuel – Nyakuka H/C IV
- 5- Muhumuza Patricia – Busuru H/C II
- 6- Arube Charles – KasuLenge H/C II
- 7- Balyebulya Edson – Mirambi H/C II
- 8- Muhindo Balaba – Burondo H/C II
- 9- Mutende Rauben – Kyondo H/C II
- 10- Matte Zakayo – Kisuba H/C III
- 11- Namuke Betty – Bubukwanga H/C III
- 12- Kahungu Ben – Butama H/C III
- 13- Ngwabusa Charles – Kakuka H/C III
- 14- Benango Alfred – Buhanda H/C II
- 15- Tinkasimire Godfrey – Bukangana H/C III

<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>The lists at the facility were not in line with those availed at the LG health department and no justification was given for the deviation at the time of assessment.</p> <p>22 Gov't facilities (Gov't – 1 Hospital, 2 HCIVs, 6 HCIIIs, 13 HCIIIs) exist in the district where staff on PHC Wage are deployed.</p> <ol style="list-style-type: none"> Nyahuka HCIV staff list was availed with 51 staff recorded as attached to the facility. The staff list availed at DHO's office recorded 54 staff as deployed to this facility. Bundibugyo Hospital staff list was availed with 162 staff attached. Staff list availed at DHO's office showed 149 staff deployed to this facility. Kikyo HCIV staff list was availed with 30 staff attached. DHO's staff list showed 32 staff deployed to this facility Ntandi HCIII staff list was availed with 17 staff attached. DHO staff list indicated 17 staff deployed to this facility. Bubukwanga HCIII staff list showed 15 staff attached to the facility. DHO's staff list showed 19 staff deployed. 	<p>0</p>
<p>Monitoring and Supervision</p>			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<ul style="list-style-type: none"> No evidence from the DHO to show communication of the guidelines & policies to facilities was availed at the time of assessment Sector Grant and Budget Guidelines to Local Governments FY 2018/19 was availed. Guidelines for the Local Government Planning Process Health Sector Supplement 2016 was availed . The DHO alleged that this is the book that was issued last financial year. 	<p>0</p>

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<ul style="list-style-type: none"> No evidence from DHO at the time of assessment. 	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>The DHT did NOT supervise 100% of HCIVs and district hospital in all the four quarters</p> <ul style="list-style-type: none"> The district has 2 HSDs (Bwamba & Bughendera) The total number of HFs (Including PNFPs) that receive PHC NWR herein are 25 (Gov't – 1 Hospital, 2 HCIVs, 6 HCIIIs, 13 HCII & PNFP – 1 HCIV, 1 HCIII, 1 HCII). Q1 Joint Support Supervision and Monitoring dated 11th July 2017 was availed. 12 facilities had been visited which comprised 1 hospital, 3 HCIVs, and 8 HCIIIs. Q2 monitoring and supervision report carried out between 22nd November and 18th December 2018 was availed. 30 facilities were visited which comprised 19 HCII, 7 HCIIIs, 3 HCIVs, 1 hospital Q3 Joint Support Supervision and Monitoring Report dated 26th February 2018 was availed. 12 facilities had been visited which comprised 1 hospital, 3 HCIVs, and 8 HCIIIs. Q4 supervision and monitoring report dated 1st May 2018 was availed. Five health facilities had been visited with only 1 HCIV reached. 	<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"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<ul style="list-style-type: none"> • HSD support supervision reports were not available at the time of assessment . The HSD in-charges alleged that they didn't have enough money to conduct HSD technical support supervision. 	<p>0</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that 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 	<ul style="list-style-type: none"> • DHT minutes for meeting held on 04/05/2018 pointed out three issues from the Q4 supervision and monitoring report i.e. Human Resource, Absenteeism and QI Committee issues. These were discussed under Minute 2 • Specific recommendations, responsible persons and time frames were made for the gaps found at each of the facilities visited as per the Q1, Q2 & Q3 Supervision and Monitoring reports. These were included in the same reports summarised under Performance Area 6a. 	<p>4</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<ul style="list-style-type: none"> A report, dated 15th November 2017, titled “Quarter One FY 2017/18 Implementation Status of Health Facility Action Plans as at 21st November 2017 Following Support Supervision” was availed. 12 facilities (1 hospital, 3 HCIVs, 6 HCIIIs and 2 HCII) action plans were followed up. A report, dated 1st March 2018, on <i>health facility specific action plans and implementation status as per the support supervision and monitoring done in Q2, from 23rd to 28th November 2017</i> was availed. 12 facilities action plans (1 hospital, 3 HCIVs, 6 HCIIIs and 2 HCII) were followed up. Follow up report, dated 2nd June 2018, on the <i>implementation status as at 1st May 2018 of the action plans generated during the support supervision of health facilities done in Q3 from 20th to 22nd February 2018</i> was availed. 12 facilities (1 hospital, 3 HCIVs, 6 HCIIIs and 2 HCII) action plans were followed up. 	6
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>PBS LG Approved Budget Estimates failed to provide evidence of the 25 facilities under review at the time of assessment</p> <ul style="list-style-type: none"> The district has 2 HSDs (Bwamba & Bughendera) The total number of HFs (Including PNFPs) that receive PHC NWR herein are 25 (Gov’t – 1Hospital, 2HCIVs, 6HCIIIs, 13HCII & PNFP – 1HCIV, 1HCIII, 1HCII). List of facilities to receive PHC NWR for Q1 FY2018/19 with DHO stamp dated 30th August 2018 was availed with 25 facilities (Including PNFPs) to receive a total of UGX 79,531,383 PBS LG Approved Budget Estimates FY 2018/19 generated on 26/07/2018 was availed. It listed only 3 facilities. HMIS report for July 2017 to June 2018, dated 30th August 2018, was availed. It listed 30 facilities which included the 25 that receive PHC NWR. 	0
Governance, oversight, transparency and accountability			

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>At the Sitting of the Social Services Committee held on 15th March 2018, the Committee discussed service delivery issues under Min. 04/SSSC/03/2018: Sector Reports, it considered the need the provision of latrines at Bukangama HC III and need for capacity building for health workers.</p>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>At the District Council meeting held on 22nd August 2017, it met and discussed recommendations from Social Services Committee under Min. 5/BDLC/2017(2): Standing Committee Reports, the Social Services Committee recommended to council for approval of the establishment of establishment of Tombwe HC II with immediate effect.</p>	<p>2</p>
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 6 If 80-99 %: score 4 If 70-79: %: score 2 If less than 70%: score 0 	<p>2 out of 5 facilities held the four mandatory HUMC meetings. This is 40% of facilities</p> <ol style="list-style-type: none"> Nyahuka HCIV HUMC list with stamp dated 27th August 2018 was availed. It had 9 members (3 females & 6 males). Q3 HUMC minutes dated 13/01/2018 were availed. Budget & resource issues were discussed under Min II. Bundibugyo Hospital MC list dated 24th January 2018 was availed. It had 11 members (4 females & 7 males). Q1 committee minutes dated 30/10/2017 were availed. Budget & resource issues were discussed under Min3/OCT/2017. Q2 minutes dated 22/12/2017 were availed. Resource issues were recorded under Min2/12/2017. Q4 minutes dated 20/6/2018 were availed. Resource issues were mentioned under S/N 03. Kikyo HCIV HUMC list dated 1/3/2018 was availed. It had 9 members (2 females & 7 males). Q1 HUMC minutes dated 1st August 2017 were availed. Resource & Budget issues 	<p>0</p>

		<p>were discussed under HUMC Min 34/08/2017 & HUMC Min 38/08/2017. Q2 minutes dated 3rd October 2017 were availed. Budget & resource issues were discussed under HUMC Min 44/10/2017. Q3 minutes dated 23rd April 2018 were availed. Resource issues were discussed under “Communication from the in-charge”. Q4 minutes dated 8th June 2018 were availed. Resource & budget issues were discussed under HUMC Min3/6/2018 & HUMC Min6/6/2018.</p> <p>4. Ntandi HCIII HUMC list was availed with 9 members (3 females & 6 males). 7 of these are approved by the guidelines (2 females & 5 males). Q1 HUMC minutes dated 28/7/2017 were availed. Budget & resource issues were discussed under MINUTE 003/28th-07-2017 & MINUTE 004.28th-07-2017. Q2 minutes for meeting held on 11th-12-2017 were availed but were incomplete.</p> <p>5. Bubukwanga HCIII HUMC members list was availed with 10 members (4 females & 6 males). 7 members are approved by the guidelines (3 females & 4 males). Q1 minutes for meeting held on 11/10/2017 were availed. Budget & resource issues were discussed under Min iii/10/2017. Q2 minutes for meeting held on 5/12/17 were availed. Budget & resource issues were discussed under MIN IV/12/2017. Q3 minutes for meeting held on 26/1/2018 were availed. Budget & resource issues were discussed under MIN II/1/2018. Q4 minutes for meeting held on 23/04/2018 were availed. Resource & budget issues were discussed under MIN 5 & 6.</p>	
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<ul style="list-style-type: none"> A list of 25 (Gov’t – 1 Hospital, 2 HCIVs, 6 HCIIIs, 13 HCIIIs & PNFP – 1 HCIV, 1 HCIII, 1 HCII) that received PHC NWR in Q1 FY 2018/19 with DHO stamp dated 30th August 2018 was displayed on the public notice board at the DHO’s office. 	<p>4</p>
<p>Procurement and contract management</p>			

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>The procurement plan was submitted late after April 30 for the current FY.</p> <ul style="list-style-type: none"> A Procurement Plan for FY 2018/19 with DHO stamp dated 6th September 2018 was availed. The Plan had 12 output areas listed with a total of UGX 1,103,371,202. 	<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"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<ul style="list-style-type: none"> Only 3 (out the 11 expected) PP1 forms were availed at the time of assessment i.e. Supply of fuel for UGX 1,030,335; Supply of stationery for UGX 1,200,000 and Supply of fuel for UGX 1,616,850 	<p>0</p>
<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<ul style="list-style-type: none"> From the sample of payments made worth UGX 258,950,615 to the following vendors: Seeco Hardware and General Construction Ltd: Payment for the rehabilitation of Bundibugyo Main Hospital in Bundibugyo Town Council, VR. No. 006 & 4244. All the above payments were made not more than a month after the requisitions were made. 	<p>4</p>
<p>Financial management and reporting</p>			

<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>The department did not submit to the Planner the annual performance report for the previous FY 2017/201 by mid July as evidenced by the report submission register found at the District. The said report was submitted on 19th July 2018.</p>	<p>0</p>
<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<ul style="list-style-type: none"> Six queries: <ul style="list-style-type: none"> (1) Work plan not approved by the Health Management committee at Kakuka, Ntandi and Ngamba Health Facilities. No induction has ever taken place, pending. (2) Drug stock cards not maintained at Ngamba and Busunga Health Centre II. Induction has never taken place. (3) Lack of land titles and agreements for Kakuka, Busunga , Ngamaka and Kikiyo Health facilities. Planned activity in FY 2018/19. (4) Un Accounted for funds of UGX 4,240,000 for Bundibugyo District Hospital. Funds now accounted for. (5) Abscondment from Duty at Bundingoma, Buhanda and Mirambi Health Facilities. Disciplinary action taken by the Rewards and sanction committee that met on 25th May 2018. (6) Items worth UGX 5,280,000 were not taken on stores charge at Bundibugyo Hospital. Management promised to follow set guidelines and charge At the time of Assessment the LG had provided information on status of implementation and action on the queries raised. 	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<ol style="list-style-type: none"> Nyahuka HCIV HUMC list with stamp dated 27th August 2018 was availed. It had 9 members (3 females & 6 males). This is 33.3% composition Bundibugyo Hospital MC list dated 24th January 2018 was availed. It had 11 members (4 females & 7 males). This is 36.4% composition Kikyo HCIV HUMC list dated 1/3/2018 was availed. It had 9 members (2 females & 7 males). This is 22.2% composition Ntandi HCIII HUMC list was availed with 9 members (3 females & 6 males). 7 of these are approved by the guidelines (2 females & 5 males). This is 28.6% composition Bubukwanga HCIII HUMC members list was availed with 10 members (4 females & 6 males). 7 members are approved by the guidelines (3 females & 4 males). This is 42.9% composition 	<p>0</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<ul style="list-style-type: none"> No evidence was availed at the time of assessment. 	<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"> 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 	<ul style="list-style-type: none"> No evidence was availed at the time of assessment 	<p>0</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2 	<ul style="list-style-type: none"> No evidence was available at the time of assessment 	<p>0</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<ul style="list-style-type: none"> No evidence was available at the time of assessment 	<p>0</p>

505 Bundibugyo District Water & Sanitation Performance
2018

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub- counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<ul style="list-style-type: none"> • Safe water coverage in Bundibugyo stands at 60% • Seven rural sub-counties are below the district average: Bubukwanga 23%; Bubandi 39%; Burondo 36%; Kagughu 47%; Kisuba 44%; Kirumya 51%; Ntotoro 47% and sindila 51% • As per FY 2018/19 approved workplan and budget (dated August 27, 2018), only Kisuba sub-county has been targeted with rehabilitation of Ngite-Picfare gravity flow system (GFS) • The total investment in Kisuba (UGX 51 million) represents 12% of the FY 2018/19 water and sanitation conditional grant (UGX 409 million) 	0

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)

Maximum 15 points for this performance measure

- Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.

- o If 100 % of the water projects are implemented in the targeted S/Cs:

Score 15

- o If 80-99%: Score 10

- o If 60-79: Score 5

- o If below 60 %: Score 0

- The LG reported all its FY 2017/18 achievements in the →Q3 report submitted April 18, 2018

- As per aforesaid progress reports, five capital projects were implemented in FY 2017/18, viz.:

- o Extension of Bubukwanga GFS

- o Reconstruction of Kyogho GFS

- o Reconstruction of Ndugutu GFS

- o Rehabilitation of Burondo GFS

- o Rehabilitation of 7 No. protected springs

- As per the Q3 report, five of the seven low-coverage sub-counties were catered for via the water grant as follows:

- o Bubukwanga: extension of GFS

- o Bubandi: Ndugutu GFS; 2 No. protected springs

- o Burondo: rehabilitation of GFS

- o Kagughu: 2 No. protected springs

- o Kirumya: Kyogho GFS

- In capital terms, at least two-thirds of FY 2017/18 WSS projects were implemented in the low-coverage sub-counties

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<ul style="list-style-type: none"> • Implementation monitoring reports for the FY 2017/18 WSS investments (presented in PM #2) were reviewed: <ul style="list-style-type: none"> o Extension of Bubukwanga GFS (by Seeco Hardware Ltd): progress report dated January 11, 2018 authored by DWO o Reconstruction of Kyogho GFS (by Mamuka Ltd): progress report dated Mach 20, 2018 prepared by DWO o Reconstruction of Ndugutu GFS (by Bamuju Lutd): progress report dated February 26, 2018 authored by DWO o Rehabilitation of Burondo GFS (by Bundibugyo Water Artisans): progress report authored February 22, 2018 by DWO o 7 No. protected springs (by Rawutha Agencies): progress report dated March 16, 2018 by the Engineering Assistant • 5 out of 5 Projects: 100% 	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<ul style="list-style-type: none"> • As intimated in Performance Measure #2, Bundibugyo LG reported its FY 2017/18 achievements in Q3 • The Q3 report dated April 18, 2018 highlighted achievements in relation to extension and gravity flow systems (4 No.), and rehabilitation of protected springs (7 No.) 	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<ul style="list-style-type: none"> • The list of FY 2017/18 achievements is consistent with both MWE and PBS records as follows: <ul style="list-style-type: none"> o Reconstruction of Ndugutu GFS o Extension of Bubukwanga GFS o Reconstruction of Kyogho GFS o Rehabilitation of Burondo GFS o Rehabilitation of 7 No. protected springs • The relevant MoWE MIS file: Quarterly Achievements FY 2017/18 	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<ul style="list-style-type: none"> • The following WSS investments are planned for FY 2018/19: <ul style="list-style-type: none"> o Construction of Karangitsyio GFS Phase I o Rehabilitation of Ngite-Picfare GFS o Reconstruction of Kyogho GFS II o Extension of Kityo GFS to Ngamba • All procurement requisitions for FY 2018/19 investments were raised by DWO on August 14, 2018; approved by the CFO and confirmed by CAO • PDU records confirm PRs were submitted well-past the April 30 deadline 	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<ul style="list-style-type: none"> • The DWO was appointed Contract Manager/Supervisor for WSS projects highlighted in Performance Measures #2 and #4 on the following dates: <ul style="list-style-type: none"> o Reconstruction of Ndugutu GFS: November 6, 2017 o Extension of Bubukwanga GFS: November 7, 2017 o Reconstruction of Kyogho GFS: November 6, 2017 o Rehabilitation of Burondo GFS: November 7, 2017 • Regular implementation monitoring (site) visits are conducted as highlighted in Performance Measure 3 • Monitoring implementation highlighted in PM #3 include agree-to-actions from meetings held during site visits • Participants in the site meetings include local leaders, LG technical staff, respective contractors (presented in Performance Measure #3) and beneficiaries. 	<p>2</p>
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<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	<ul style="list-style-type: none"> • Bundibugyo relies on gravity flow systems for safe water supply, and bidding documents for GFS entail technical specifications to guide construction • Contract No. Bund/05/WRKS/2017-18/004 for rehabilitation of Burondo GFS was reviewed – and it entailed design specifications • Field assessment was conducted GFS serving Burondo and Kirumya sub-counties, and protected springs in Bubandi sub-county • It was established the WSS facilities were built as per designs • Details of assessed WSS facilities are presented in Performance Measure 11 	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	<ul style="list-style-type: none"> • At the time of assessment, the defects liability period for sampled WSS facilities had expired • Final completion reports (dates in subsequent section) for aforesaid facilities are on file • Bundibugyo LG conducted mass handover activities from 20 to 23 August, 2018 • Handover reports prepared by both technical (District Engineer) and political (Vice Chairperson LCV) wings dated August 30, 2018 are on file 	<p>2</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<ul style="list-style-type: none"> • The Contract Manager (DWO) certified WSS facilities upon completion – and filed final reports dated as follows: <ul style="list-style-type: none"> o Extension of Bubukwanga GFS (by Seeco Hardware Ltd) – May 18, 2018 o Reconstruction of Kyogho GFS (by Mamuka Ltd) – August 30, 2018 o Reconstruction of Ndugutu GFS (by Bamuju Luta) – May 30, 2018 o Rehabilitation of Burondo GFS (by Bundibugyo Water Artisans) – May 17, 2018 o 7 No. protected springs (by Rawutha Agencies) – May 16, 2018 	<p>2</p>
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<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"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<ul style="list-style-type: none"> From the sampled payments made during the year worth UGX 359,093,491 to various vendors here below : <ul style="list-style-type: none"> Unitech Engineering Services Ltd: Water quality Testing Services in Bundibugyo on 110 water points. VR. No.590. Bundibugyo Water Artisans Association: Rehabilitation of Burongo Gravity Flow Scheme in Burondo Sub County. VR.No.687. Seeco Hardware and General Construction Ltd: Extension of Bubukwanga Gravity Flow Scheme to Nyabude in Kirumya Sub County. VR. No.779. Bamujju General Contractors Ltd: Re Construction of Ndugutu Gravity Flow, phase II in Ndungutu and Bubandi Sub Counties. VR.No.626 & 696. Mamuka Multipurpose Co. Limited: Extra works on Reconstruction of Kyogho Gravity Flow Scheme Phase I in Iramba – Bukonzo Sub County. VR.No. 695. All these payments were made on time and mostly within a week after requisition for payment was raised. 	<p>3</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>The department submitted to the Planner the annual performance report for the previous FY 2017/201 by mid July as evidenced by the report submission register found at the District. The said report was submitted on 13th July 2018.</p>	<p>5</p>

<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year If sector has no audit query score 5 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 If queries are not responded to score 0 	<ul style="list-style-type: none"> Two Queries (1) Un accounted for funds UGX 7,351,500. Responded and cleared by LGPAC on 28/6/2018 (2) Irregular payments to Seeco, UGX 2,000,000. Responded and cleared by LGPAC on 28/6/2108. <p>These queries were responded too by the Water office and cleared by LGPAC in their report of 25th July 2018</p>	<p>3</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>At the Sitting of the Works and Technical Services Committee held on 09th February 2018, the Committee discussed service delivery issues under Min. 19/Works/Feb/2018: Reactions to Departmental Reports, the committee discussed and agreed that the DWO should utilize the fund s in the Department to train Water User Committees and make minor repairs.</p>	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>At the District Council meeting held on 22nd August 2017, it met and discussed recommendations from Social Services Committee under Min. 5/BDLC/2017(2): Standing Committee Reports(Works and Technical Services)(2), the Works and Technical Services Committee recommended to council for approval of the need to ensure installation of disinfection units on all piped water systems.</p>	<p>3</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<ul style="list-style-type: none"> At the time of assessment, the AWP/budget for FY 208/19 was displayed on the LG notice board (dated August 27, 2018) Information on water grant releases and expenditure was not available 	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<ul style="list-style-type: none"> The sampled projects are furnished with required details as follows: <ul style="list-style-type: none"> o Pipe stands #1 and #2: Nyabude village, Kirumya sub-county; Funding: DWSCG; Date: January 2018 Contractor: Seeco Hardware Ltd Project: Bubukwanga-Nyabude GFS extension o Pipe stands #3 and #4: Burondo village, Burondo sub-county; Funding: DWSCG; Date: January 2018 Contractor: Bundibugyo Water Artisans Project: Rehabilitation of Burondo GFS o Protected spring: Patsa village, Bubandi sub-county; Funding: DWSCG; Date: November 10, 2017 Contractor: Rawutha Agencies Project: Rehabilitation of 7 No. protected springs 	<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"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<ul style="list-style-type: none"> • At the time of assessment, an invitation to bid for works and supplies was displayed on the notice board • The invitation published August 30, 2018 sought services for: <ul style="list-style-type: none"> o Reconstruction of Kyogho GFS Phase II o Construction of Karangitsyio GFS Phase I o Rehabilitation of Ngite-Picfare GFS • The following pre-qualified firms for construction and rehabilitation of GFS were listed: <ul style="list-style-type: none"> o Tukulaniye Ltd o Seeco Hardware Ltd o Rawutha Agencies o Kent Ltd 	<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"> • If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<ul style="list-style-type: none"> • Applications for WSS facilities considered for implementation by the LG include: <ul style="list-style-type: none"> o Buyaya LCI (Ngamba sub-county): request for tap stand dated November 14, 2017 o Nyabude LCI (Kirumya sub-county): request dated January 18, 2017 	<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"> • Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<ul style="list-style-type: none"> • All the sampled WSS facilities are well-fenced, indicating respective WSCs are functional 	<p>2</p>

Social and environmental safeguards			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<ul style="list-style-type: none"> The Senior Environment Officer prepared Environment and Social Screening Forms (reports) on the following dates: <ul style="list-style-type: none"> Kyogho and Bubukwanga GFS: May 30, 2018 Rehabilitation of 7 No. springs: October 1, 2017 Ndugutu and Burondo GFS: March 30, 2018 	2
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<ul style="list-style-type: none"> Compliance to mitigation measures was documented by the SEO via Environment and Social Certification Forms prepared as follows: <ul style="list-style-type: none"> Kyogho and Bubukwanga GFS: August 30, 2018 Rehabilitation of 7 No. springs: January 30, 2018 Ndugutu and Burondo GFS: July 4, 2018 The aforesaid reports confirmed redressal of environmental concerns 	1
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<ul style="list-style-type: none"> Contract No. Bund/05/WRKS/2017-18/004 for rehabilitation of Burondo GFS provided for drainage and fencing of water points The contractor Bundibugyo Water Artisans was bound by the aforesaid document 	1

<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<ul style="list-style-type: none"> • WSCs for newly completed facilities were established at the start of 2018 • A community mobilization report prepared by the Community Development Officer dated January 6, 2018 was reviewed • The report details composition and position of the WSCs • Of the sampled facilities, women constitute at least half of (4 out of 7) the WSC members • Treasurer and/or secretary roles are the most common positions of women 	<p>3</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<ul style="list-style-type: none"> • Public sanitation is not prioritized by Bundibugyo LG • The 2-stance lined VIP latrine at Bundimasoli Market, built in FY 2016/17 is the most recent facility • The aforesaid facility was not funded by the Water grant, and the LG neither provided for public sanitation in the previous FY, nor in the current FY • Limitation of funds is not sufficient reason as other LGs plan/budget for public sanitation, in spite of operating under similar constraints 	<p>0</p>