



## Local Government Performance Assessment

Bushenyi- Ishaka Municipal Council

(Vote Code: 777)

| Assessment                        | Scores |
|-----------------------------------|--------|
| Accountability Requirements       | 17%    |
| Crosscutting Performance Measures | 53%    |
| Educational Performance Measures  | 54%    |
| Health Performance Measures       | 54%    |
| Water Performance Measures        | 0%     |

| Summary of requirements   | Definition of compliance  | Compliance justification  | Compliant? |
|---|---|---|------------|
| Annual performance contract   |   |   |            |
| <p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p> | <ul style="list-style-type: none"> <li>• From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and:                             <ul style="list-style-type: none"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non- compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul> | <p>The LG submitted the Annual Performance Contract and was approved on 10th /08/2018 according to the information/data supplied on the PBS at the LG planning unit. The delayed submission was attributed to technical challenges related to the PBS and capacity at the LG.</p>   | No         |
| Supporting Documents for the Budget required as per the PFMA are submitted and available  |   |   |            |
| <p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>  | <ul style="list-style-type: none"> <li>• From MoFPED's inventory of LG budget submissions, check whether:                             <ul style="list-style-type: none"> <li>o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant.</li> </ul> </li> </ul>  | <p>The LG submitted a Budget for the FY 2018/19 that did not include a procurement plan, the was approved on 10th /08/2018 according to the information on the PBS at the LG planning unit. The LG attributed this to challenges on the PBS system which could not enable attachment or generation of the procurement plan together with budget as required</p> | No         |
| Reporting: submission of annual and quarterly budget performance reports  |   |   |            |

| <p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p> | <p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>  | <p>The LG submitted the Annual Performance Report for the previous FY 2017/2018 on 5th /09/2018 according to the PBS record at the planning unit. This delay was attributed to the transfer of service of the municipal planner. There was inadequate capacity as a planner had only been assigned duties by 1st/9/2018 by the Town clerk? Training the incoming planner on the use of PBS was found necessary.</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"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul> | <p>The LG had made Submissions of the all quarterly budget performance reports during FY 2017/2018 using PBS from information seen at the LG Planning unit:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Quarter</th> <th style="text-align: left;">Date of submission</th> <th style="text-align: left;">Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 01</td> <td>23rd/1/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 02</td> <td>26/2/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 03</td> <td>5/6/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 04</td> <td>5/9/2018</td> <td>PBS LG planning unit.</td> </tr> </tbody> </table> | Quarter   | Date of submission | Reference | Quarter 01 | 23rd/1/2018 | PBS LG planning unit. | Quarter 02 | 26/2/2018 | PBS LG planning unit. | Quarter 03 | 5/6/2018 | PBS LG planning unit. | Quarter 04 | 5/9/2018 | PBS LG planning unit. | <p>No</p> |
| Quarter  | Date of submission  | Reference   |           |                    |           |            |             |                       |            |           |                       |            |          |                       |            |          |                       |           |
| Quarter 01   | 23rd/1/2018   | PBS LG planning unit.   |           |                    |           |            |             |                       |            |           |                       |            |          |                       |            |          |                       |           |
| Quarter 02   | 26/2/2018   | PBS LG planning unit.   |           |                    |           |            |             |                       |            |           |                       |            |          |                       |            |          |                       |           |
| Quarter 03   | 5/6/2018  | PBS LG planning unit.   |           |                    |           |            |             |                       |            |           |                       |            |          |                       |            |          |                       |           |
| Quarter 04   | 5/9/2018  | PBS LG planning unit.   |           |                    |           |            |             |                       |            |           |                       |            |          |                       |            |          |                       |           |
| <p>Audit</p>   |   |   |           |                    |           |            |             |                       |            |           |                       |            |          |                       |            |          |                       |           |

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| <p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p> | <p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> <li>• If LG submitted a 'Response' (and provide details), then it is compliant</li> <li>• If LG did not submit a 'response', then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul> | <p>A report on the implementation status of internal audit recommendations for FY 2016/17 was written by the Town Clerk to the PS/ST.</p> <p>The report, dated 11th May 2018, was received at MoFPED on 16th May 2018. It had responses on 164 recommendations of the four quarters of the year (Q1-47, Q2-54, Q3-28 and Q4-35).</p> <p>On the same date, another submission was made to the PS/ST on the implementation status of 40 Auditor General recommendations.</p> <p>The report was received beyond the mandatory February end deadline.</p> | No  |
| <p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>  |   | <p>The MC had an "Except for" qualified audit opinion for its FY 2017/18 financial report of FY 2017/18.</p>  | 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"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul> | <p>There was evidence of a functional physical planning committee. The committee had 7 members formerly appointed on assignment of duties on the 1st /2/2018 with the physical planner as secretary and Town clerk as chairperson. The committee had a register for plans with over 180 plans recorded for the period FY 2017/18. Most plans had been approved within 30 days of submission and conformed to the detailed plan. There was evidence that the physical planning committee considered new investments as per minutes dated 23/10/2017, 24/10/2017 and 29/6/2017</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"> <li>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>                            | <p>There was no evidence of submission of minutes of the Physical Planning Committee to MoLHUD. This was attributed to lack of facilitation and low budgets to the physical planning unit.</p>   | 0     |

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| <p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <ul style="list-style-type: none"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul> | <p>The municipality did not have a physical development plan. This was attributed to the elevation of the Bushenyi Ishaka town council to now the municipality with extended boundaries. More so the Town council physical development plan had expired and had not covered the extended boundaries.</p>  | <p>0</p> |
| <p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <ul style="list-style-type: none"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>   | <p>The municipality had detailed plans for the previous FY 2017/18 for Ishaka Town centre prepared for the period 2008/2018. Under the recommendation of council minute 27/2007 dated 6/7/2007 and consequently approved by the chairperson of the Town country and planning board on 24/6/2008.</p> <p>Investments were found to be consistent with the detailed plans; Kampala international university/ hospital and Ishaka Adventist hospital had clearly been mapped on the detailed plans.</p> <p>From the plan register investments marked BIMC/LAN/21/17 for fuel filling station on Kasese road and BIMC/LAN/02/16 for total fuel filling station at Basajja T/c</p> <p>Piece mill plans had been developed for Nyakabirizi T/c, Kirere Ward and Kitokye ward and approved by council under min BIMC/COU/29/2015 dated 30/6/2015</p> | <p>1</p> |

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles

Maximum 5 points on this performance measure.

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

There was evidence that priorities in the AWP for FY 2018/19 were based on outcomes of the budget conference.

From the approved AWP, a random sample of the investments reviewed were aligned to the investments in the budget conference report dated 19/1/2018 for instance, Street lighting in Ishaka T/C, Completion of payment of double cabin, Purchase of motorcycle for production and Demonstration farms at Ruharo,pg 4,pg 5, pg 9 of the budget conference report.

A change of work plan as a result in the change of guidelines in Education and Health sectors introduced new priorities as below; Rehabilitation of Ruyonza school and furnishing office of the medical officer all approved under council minutes 9/2018 dated 7th /9/2018.

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| <p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.</li> </ul> | <p>There was evidence that capital investments in the approved annual work plan for FY 2018/19 were derived from the five year development plan as seen in pg 85, pg87,pg 89 of the DDP.</p> | <p>1</p> |
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| <p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>   | <p>There was no evidence that all the projects developed in the AWP had profiles and that the TPC approved the profiles in the AWP 2018/19 as per LG Planning guidelines.</p> <p>The LG attributed this to the transition and transfer of service of the substantive municipal planner to another entity.</p>  | <p>0</p> |
| <p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>  | <ul style="list-style-type: none"> <li>• Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1.</li> </ul> | <p>A copy of the annual statistical abstract was prepared on 9th/7/2017 with disaggregated data at pg 16 and signed by the municipal planner. However there was no evidence of submission and approval by the TPC.</p> <p>The planner was advised on the need to present the statistical abstract to TPC as required to support allocations and decisions making.</p> <p>Notably the statistical abstract 2017/18 was the first for the council.</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"> <li>• Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul>   | <p>There was evidence the Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the Annual Work Plan and Budget approved by the LG Council as referenced on pg 76,pg 80 and pg79 of the AWP and under work plan 10 of the annual budget. The projects appeared as;</p> <ul style="list-style-type: none"> <li>- Upgrading mayors garden</li> <li>- Installation of solar street lights</li> <li>- Purchase of vehicle</li> <li>- Turmacking of Bassajja Rwemirokola road</li> <li>- Construction of a box bridge at kichwamba</li> <li>- Construction of drainage channel</li> </ul> | <p>2</p> |
| <p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</li> </ul> <ul style="list-style-type: none"> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul> | <p>From the annual performance report the LG implemented 6 projects. 2 projects implemented in the FY 2017/18 were not completed as per the work plan by the end of the FY; Upgrading Mayors garden and purchase of vehicle remained incomplete although the vehicle had been received.</p> <p>This was attributed to poor weather in the case of upgrading the Mayors garden and insufficient funds for the purchase of the vehicle. The municipal performance was at 67%.</p>   | <p>0</p> |

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| <p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul> | <p>There was evidence that the LG completed all investments within (– or +)15% of original budget.</p> <p>From the contracts register the under named investments were completed within -15% of the original budget;</p> <ul style="list-style-type: none"> <li>- Installation of solar street lights had a - Variance of 6%</li> <li>- Upgrading mayors garden had a +variance of 12%</li> <li>- Purchase of a vehicle had a - variance of 2%</li> <li>- Construction of a drainage channel had a -3.7%</li> </ul> | <p>2</p> |
| <p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>                       | <p>There was evidence that the LG had Budgeted for O&amp;M in FY 2017/2018 at UGX 5,946,000 and spent UGX 4,777,000. The LG had prepared an asset register but did capture or cost the all infrastructure.</p> <p>Actual expenditure on O&amp;M during the FY was 80.3%. However this did not include maintenance of infrastructure costed in the assets register.</p>  | <p>0</p> |
| <p>Human Resource Management</p>  |   |   |          |

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| <p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>   | <ul style="list-style-type: none"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>                               | <ul style="list-style-type: none"> <li>• Some of the heads of department are in acting capacity these are the municipal engineer, the principal Community development officer, and principal commercial officer. Which is 33.3%</li> <li>• As per the approved structure ARC 135/306/01.</li> </ul>   | <p>0</p> |
| <p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>   | <ul style="list-style-type: none"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul> | <ul style="list-style-type: none"> <li>• All the heads of department were appraised 100%..</li> <li>• Deputy town clerk appraised on 14/7/2018, Ag community development officer appraised on 4/7/2018, senior assistant town clerk appraised on 6/7/2018, senior physical planner appraised on 4/7/2018, senior human resource appraised on 4/7/2018, principal treasure appraised 3/7/2018, procurement officer 4/7/2018, principle education officer 15/8/2018, ag senior engineer 14/7/2018,</li> </ul> | <p>2</p> |
| <p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>                    | <ul style="list-style-type: none"> <li>• The positions submitted for recruitment were considered.</li> <li>Minutes of the 84th meeting of the BDSC held from 18th – 20th june 2018 min no 29/2018</li> <li>• Minutes of the 83RD meeting of BDSC held from 23rd – 25th may 2018 . min no 21//2018</li> <li>• Minutes of the 84th meeting of BDSC held from 18th – 20th june 2018 . min no 29/ 2018</li> </ul>   | <p>2</p> |

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| <p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>         | <ul style="list-style-type: none"> <li>• The staff submitted for confirmation were considered 100%</li> </ul> <p>Minutes of the district service commission 76th meeting 11th July 2017. Min 0.3/2017 03.1- 6</p>  | <p>1</p> |
| <p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul> | <p>The 5 staff submitted for disciplinary action were considered</p> <ul style="list-style-type: none"> <li>• Town clerks submissions Ref BIMC/1163/4 Dated August 24th 2017.</li> <li>• Town Clerks submissions Ref BIMC/163/4 Dated August 28th 2017</li> <li>• Town clerk's submissions Ref BIMC/163/4 August 17th 2017</li> <li>• T/c submissions Ref BIMC / 163/4 MAY 10/2017</li> <li>• T/C's submissions Ref BIMC/163/4 April /19/ 2018</li> <li>• Minutes of the 83rd meeting of BDSC held from 23rd - 25th May. min no 23/2018</li> <li>• Minutes of the 81st meeting of BDSC held on 19th -12-2017 min no 54/2017</li> </ul> | <p>1</p> |

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| <p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>  | <ul style="list-style-type: none"> <li>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>  | <ul style="list-style-type: none"> <li>• All the staff that were recruited in may 2018 were on the payroll for june .</li> </ul>   | 3 |
| <p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>  | <ul style="list-style-type: none"> <li>• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>   | <p>All the staff that retired were not able to access the pension payroll in two months.</p> <p>These include MUSINGUZI NORAH, MUJANANSI GODFREY, ATUKUNDA ALICE, MURAMAZI JUSTUS, BUTUURO HONORUIS, RWABAMBARI HOPE, BARINYENKA JOSELINE, TUKAHIRWA JOLLY.</p>  | 0 |
| Revenue Mobilization   |   |  |   |
| <p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> <li>• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>• If the increase is from 5% -10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul> | <p>Local revenue performance for FY 2017/18 was Shs 415,314,405. Local revenue performance for FY 2016/17 was Shs 831,947,637. The reduction was Shs 416,633,232, which was -50%, which was less than 5%.</p> <p>(Revenue values for the two years did not include one off incomes such as from sale of LG assets)</p> | 0 |

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| <p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p> | <ul style="list-style-type: none"> <li>If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul> | <p>Local revenue original budget for FY 2017/18 was Shs 859,898,000. Local revenue realised for the same year 2017/18 was Shs 415,314,405. The difference was Shs 444,583,595, which was a 52% difference. This was out of the +/-10% range.</p>  | <p>0</p> |
| <p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>       | <ul style="list-style-type: none"> <li>Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>   | <p>Bushenyi/Ishaka MC financial statements show that for FY 2017/18, a total of Shs 415,314,405 was collected for local revenue of which Shs 35,578,404 was LST.</p> <p>According to Trial Balance (Annex 1) of the Bushenyi/Ishaka MC Financial Statements for FY 2017/18, a total of Shs 127,224,258 was transferred to LLGs in the year. Examples of the amounts transferred to LLGs include:</p> <p>Transfer of Shs 1,446,769 LST to Nyakabirizi Division on 03/09/17.</p> <p>Transfer of Shs 9,118,356 to Nyakabirizi Division on 04/10/17.</p> <p>Transfer of Shs 1,380,000 to Central Division on 01/01/18.</p> <p>Transfer of Shs 723,385 to Ishaka Division on 01/09/17.</p> <p>Transfer of Shs 5,683,177 to Nyakabirizi Division on 03/05/18.</p> | <p>2</p> |

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| <p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>           | <ul style="list-style-type: none"> <li>Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>                         | <p>For the year ended FY 2017/18, Bushenyi/Ishaka MC spent the following amounts on Council out of local revenue:</p> <p>Allowances for Council Shs 7,373,000</p> <p>Allowances for Standing Committees Shs 17,668,000</p> <p>Travel Inland Shs 18,534,000</p> <p>Totalling Shs 43,575,000.</p> <p>OSR collected in the previous year i.e. FY 2016/17 was Shs 831,947,637.</p> <p>The proportion of this expenditure to the previous year OSR was 5.2%, which was well below the 20% limit.</p>   | <p>2</p> |
| <p>Procurement and contract management</p>  |   |   |          |
| <p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul> | <ul style="list-style-type: none"> <li>- There WAS Evidence that Bushenyi – Ishaka Municipal Council had the position of a Procurement Officer substantively filled under DSC Min. No. 19/2012 (1), Appointment Letter Dated 01 March 2012 and Referenced BIMC/156/4/1, Acceptance Letter Dated 06 March 2012. Mr. Roberto Nuwagira was the name of the Procurement Officer.</li> <li>- There was NO Evidence that Bushenyi – Ishaka Municipal Council had the position of Assistant Procurement Officer substantively filled.</li> </ul> | <p>0</p> |



The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2017/2018 FY) as exemplified by the following projects:

- Construction of a Drainage Channel along BASAJJA – BURAMBA Road in Ishaka Division under Road Fund (BIMC/777/WRKS/2017-2018/00005). TEC Min Date: 29/05/2018.

- Upgrading of MAYOR'S GARDEN Phase III under DDEG and Local Revenue (BIMC/777/WRKS/2017-2018/00003). TEC Min Date: 02/March/2018.

- Supply and Installation of Culverts for FY 2017/2018 under Road Fund (BIMC/777/WRKS/2017-2018/00004) (Force Account).

- Tarmac-king of BASAJJA – RWEMIROKORA Road Phase II under Road Fund (BIMC/777/SUPLS/2017-2018/00007 - 00010) and (BIMC/777/SRVCS/2017-2018/00031) (Force Account).

- Re-gravelling of RUHANDAGAZI – KAKANJU Road under Road Fund (BIMC/777/SUPLS/2017-2018/00005/00006) and (BIMC/777/SRVCS/2017-2018/00028) (Force Account).

- Re-gravelling of OMURUSHENYI – BURAMBA Road under Road Fund (BIMC/777/SUPLS/2017-2018/00004/00009) and (BIMC/777/SRVCS/2017-2018/00027) (Force Account).

- Re-gravelling of LIBERATION - NYAMIKO Road under Road Fund (BIMC/777/SUPLS/2017-2018/00001/00002) and (BIMC/777/SRVCS/2017-2018/00026) (Force Account).

- Supply and Installation of Solar Street Lights in Ishaka Division under DDEG and Local Revenue (BIMC/777/SUPLS/2017-2018/00002). TEC Min Date: 02/March/2018.

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| <p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>         | <ul style="list-style-type: none"> <li>• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>               | <p>There WAS Evidence that Bushenyi – Ishaka Municipal Council Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the following projects:</p> <ul style="list-style-type: none"> <li>- Construction of a Drainage Channel along BASAJJA – BURAMBA Road in Ishaka Division under Road Fund (BIMC/777/WRKS/2017-2018/00005). MCCC Min Date: 01/June/2018.</li> <li>- Upgrading of MAYOR’S GARDEN Phase III under DDEG and Local Revenue (BIMC/777/WRKS/2017-2018/00003). MCCC Min Date: 09/March/2018.</li> <li>- Supply and Installation of Culverts for FY 2017/2018 under Road Fund (BIMC/777/WRKS/2017-2018/00004) (Force Account). MCCC Min Date: 05/February/2018.</li> <li>- Tarmac-king of BASAJJA – RWEMIROKORA Road Phase II under Road Fund (BIMC/777/SUPLS/2017-2018/00007 - 00010) and (BIMC/777/SRVCS/2017-2018/00031) (Force Account). MCCC Min Date: 04/October/2017.</li> <li>- Re-gravelling of RUHANDAGAZI – KAKANJU Road under Road Fund (BIMC/777/SUPLS/2017-2018/00005/00006) and (BIMC/777/SRVCS/2017-2018/00028) (Force Account). MCCC Min Date: 28/August/2017.</li> <li>- Re-gravelling of OMURUSHENYI – BURAMBA Road under Road Fund (BIMC/777/SUPLS/2017-2018/00004/00009) and (BIMC/777/SRVCS/2017-2018/00027) (Force Account). MCCC Min Date: 28/August/2017.</li> <li>- Re-gravelling of LIBERATION - NYAMIKO Road under Road Fund (BIMC/777/SUPLS/2017-2018/00001/00002) and (BIMC/777/SRVCS/2017-2018/00026) (Force Account). MCCC Min Date: 28/August/2017.</li> <li>- Supply and Installation of Solar Street Lights in Ishaka Division under DDEG and Local Revenue (BIMC/777/SUPLS/2017-2018/00002). MCCC Min Date: 09/March/2018.</li> </ul> | <p>1</p> |
| <p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> | <ul style="list-style-type: none"> <li>• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that</li> </ul> | <p>(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2018/2019 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements that were indicated both in the Procurement Plan and in the approved annual work plan and budget for the current FY (2018/2019 FY):</p> <ul style="list-style-type: none"> <li>- Re-gravelling of NVIGI - NYAMIKO C.O.U Road under</li> </ul>   | <p>2</p> |

Maximum 2 points on this performance measure.

the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for

the previous FY: score 2

Road Fund (BIMC/777/WRKS/2018-2019/00001). (Page 27 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2018/2019, Dated 10/08/2018, Referenced BIMC/CR/213/2, Signed by Mayor, Vote 777, Output 048158 District Roads Maintenance (URF), 263101 LG Conditional Grants (Current) AND was also indicated as No.19 on Page 2 of 7 (Annex No. 34) of Draft Consolidated Procurement Plan for FY 2018/19 Dated 12/September/2018).

- Re-gravelling of POLICE - KYEITEMBE VOC. - IHAMBA Road under Road Fund (BIMC/777/WRKS/2018-2019/00002). (Page 27 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2018/2019, Dated 10/08/2018, Referenced BIMC/CR/213/2, Signed by Mayor, Vote 777, Output 048158 District Roads Maintenance (URF), 263101 LG Conditional Grants (Current) AND was also indicated as No.19 on Page 2 of 7 (Annex No. 28) of Draft Consolidated Procurement Plan for FY 2018/19 Dated 12/September/2018).

- Re-gravelling of BARYARUHA - BURAMBA Road under Road Fund (BIMC/777/WRKS/2018-2019/00003). (Page 27 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2018/2019, Dated 10/08/2018, Referenced BIMC/CR/213/2, Signed by Mayor, Vote 777, Output 048158 District Roads Maintenance (URF), 263101 LG Conditional Grants (Current) AND was also indicated as No.19 on Page 2 of 7 (Annex No. 33) of Draft Consolidated Procurement Plan for FY 2018/19 Dated 12/September/2018).

- Re-gravelling of KASHENYI - NTAZA - KANYANTAMA Road under Road Fund (BIMC/777/WRKS/2018-2019/00004). (Page 27 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2018/2019, Dated 10/08/2018, Referenced BIMC/CR/213/2, Signed by Mayor, Vote 777, Output 048158 District Roads Maintenance (URF), 263101 LG Conditional Grants (Current) AND was also indicated as No.19 on Page 2 of 7 (Annex No. 27) of Draft Consolidated Procurement Plan for FY 2018/19 Dated 12/September/2018).

- Re-gravelling of BASAJJABALABA - BWEIRAGYE Road under Road Fund (BIMC/777/WRKS/2018-2019/00005). (Page 27 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2018/2019, Dated 10/08/2018, Referenced BIMC/CR/213/2, Signed by Mayor, Vote 777, Output 048158 District Roads Maintenance (URF), 263101 LG Conditional Grants (Current) AND was also indicated as No.19 on Page 2 of 7 (Annex No. 24) of Draft Consolidated Procurement Plan for FY 2018/19 Dated 12/September/2018).

- Re-gravelling of BURAMBA - OMURUSHENYI - KIJUMO

Road under Road Fund (BIMC/777/WRKS/2018-2019/00006). (Page 27 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2018/2019, Dated 10/08/2018, Referenced BIMC/CR/213/2, Signed by Mayor, Vote 777, Output 048158 District Roads Maintenance (URF), 263101 LG Conditional Grants (Current) AND was also indicated as No.19 on Page 2 of 7 (Annex No. 23) of Draft Consolidated Procurement Plan for FY 2018/19 Dated 12/September/2018).

- Re-gravelling of KIBARE - BWERERA BORDER Road under Road Fund (BIMC/777/WRKS/2018-2019/00007). (Page 27 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2018/2019, Dated 10/08/2018, Referenced BIMC/CR/213/2, Signed by Mayor, Vote 777, Output 048158 District Roads Maintenance (URF), 263101 LG Conditional Grants (Current) AND was also indicated as No.19 on Page 2 of 7 (Annex No. 41) of Draft Consolidated Procurement Plan for FY 2018/19 Dated 12/September/2018).

(b) There WAS Evidence that the LG made procurements in previous FY (2017/2018 FY) as per plan (adherence to the procurement plan) for the previous FY (2017/2018 FY) as exemplified by the following procurements that occurred in the Procurement Plan, in the Annual Work Plan and Budget and in Referenced Procurement Files for the previous FY (2017/2018 FY):

- Construction of a Drainage Channel along BASAJJA – BURAMBA Road in Ishaka Division under Road Fund (BIMC/777/WRKS/2017-2018/00005). (Page 19 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2017/2018, Dated 01/07/2017, Signed by Mayor, Vote 777, Output 048158 District Roads Maintenance (URF), 263101 LG Conditional Grants (Current) AND was also indicated as No.29 on Page 2 of 6 of Consolidated Procurement Plan for FY 2017/18 Dated 07/July/2017), Referenced BIMC/CR/105/2, Signed by Town Clerk, Received by PPDA Regional Office in Mbarara on 14/July/2017, Received by MoFPED on 14/July/2017, Received by MoLG on 14/July/2017).

- Upgrading of MAYOR'S GARDEN Phase III under DDEG and Local Revenue (BIMC/777/WRKS/2017-2018/00003). (Page 20 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2017/2018, Dated 01/07/2017, Signed by Mayor, Vote 777, Output 048383 Urban Beautification Infrastructure (parks, playgrounds, landscaping etc.), 312104 Other Structures AND was also indicated as No.17 on Page 2 of 6 (Town Beautification in front of Municipal Council Offices) of Consolidated Procurement Plan for FY 2017/18 Dated 07/July/2017), Referenced BIMC/CR/105/2, Signed by Town Clerk, Received by PPDA Regional Office in Mbarara on 14/July/2017, Received by MoFPED on 14/July/2017,

Received by MoLG on 14/July/2017).

- Supply and Installation of Culverts for FY 2017/2018 under Road Fund (BIMC/777/WRKS/2017-2018/00004). (Page 19 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2017/2018, Dated 01/07/2017, Signed by Mayor, Vote 777, Output 048157 Bottlenecks Clearance on Community Access Roads, 263101 LG Conditional Grants (Current) AND was also indicated as No.27 on Page 2 of 6 of Consolidated Procurement Plan for FY 2017/18 Dated 07/July/2017), Referenced BIMC/CR/105/2, Signed by Town Clerk, Received by PPDA Regional Office in Mbarara on 14/July/2017, Received by MoFPED on 14/July/2017, Received by MoLG on 14/July/2017).

- Tarmac-king of BASAJJA – RWEMIROKORA Road Phase II under Road Fund (BIMC/777/SUPLS/2017-2018/00007 - 00010) and (BIMC/777/SRVCS/2017-2018/00031). (Page 19 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2017/2018, Dated 01/07/2017, Signed by Mayor, Vote 777, Output 048152 Urban Roads Resealing, 263101 LG Conditional Grants (Current) AND was also indicated as No.28 on Page 2 of 6 of Consolidated Procurement Plan for FY 2017/18 Dated 07/July/2017), Referenced BIMC/CR/105/2, Signed by Town Clerk, Received by PPDA Regional Office in Mbarara on 14/July/2017, Received by MoFPED on 14/July/2017, Received by MoLG on 14/July/2017).

- Re-gravelling of RUHANDAGAZI – KAKANJU Road under Road Fund (BIMC/777/SUPLS/2017-2018/00005/00006) and (BIMC/777/SRVCS/2017-2018/00028). (Page 19 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2017/2018, Dated 01/07/2017, Signed by Mayor, Vote 777, Output 048158 District Roads Maintenance (URF), 263101 LG Conditional Grants (Current) AND was also indicated as No.26 on Page 2 of 6 of Consolidated Procurement Plan for FY 2017/18 Dated 07/July/2017), Referenced BIMC/CR/105/2, Signed by Town Clerk, Received by PPDA Regional Office in Mbarara on 14/July/2017, Received by MoFPED on 14/July/2017, Received by MoLG on 14/July/2017).

- Re-gravelling of OMURUSHENYI – BURAMBA Road under Road Fund (BIMC/777/SUPLS/2017-2018/00004/00009) and (BIMC/777/SRVCS/2017-2018/00027). (Page 19 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2017/2018, Dated 01/07/2017, Signed by Mayor, Vote 777, Output 048158 District Roads Maintenance (URF), 263101 LG Conditional Grants (Current) AND was also indicated as No.26 on Page 2 of 6 of Consolidated Procurement Plan for FY 2017/18 Dated 07/July/2017), Referenced BIMC/CR/105/2, Signed by Town Clerk, Received by PPDA Regional Office in Mbarara on 14/July/2017, Received by MoFPED on 14/July/2017,

Received by MoLG on 14/July/2017).

- Re-gravelling of LIBERATION - NYAMIKO Road under Road Fund (BIMC/777/SUPLS/2017-2018/00001/00002) and (BIMC/777/SRVCS/2017-2018/00026). (Page 19 – BIMC Approved Estimates of Revenue and Expenditure [Recurrent and Development] FY 2017/2018, Dated 01/07/2017, Signed by Mayor, Vote 777, Output 048158 District Roads Maintenance (URF), 263101 LG Conditional Grants (Current) AND was also indicated as No.26 on Page 2 of 6 of Consolidated Procurement Plan for FY 2017/18 Dated 07/July/2017), Referenced BIMC/CR/105/2, Signed by Town Clerk, Received by PPDA Regional Office in Mbarara on 14/July/2017, Received by MoFPED on 14/July/2017, Received by MoLG on 14/July/2017).

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

Maximum 6 points on this performance measure.

• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2

For current FY (2018/2019), there was NO Evidence that the LG prepared 80% of the bid documents (Bills of Quantities) for all investment/infrastructure by August 30. ACTUAL Preparation Dates of Individual Bid Documents (Bills of Quantities) were NOT available. The Assessor made a calculation based on the respective Dates of Submission of Individual Bills of Quantities to Town Clerk by Municipal Engineer and found that 100% of Bills of Quantities for 2018/2019 FY works projects were submitted to Town Clerk by Municipal Engineer AFTER August 30, 2018. The Calculation made by the Assessor was based on the following Projects and the respective Dates on which the Projects Bills of Quantities were submitted to Town Clerk by Municipal Engineer:

- Re-gravelling of NVIGI - NYAMIKO C.O.U Road under Road Fund (BIMC/777/WRKS/2018-2019/00001). Date of Submission of Bills of Quantities to Town Clerk by Municipal Engineer: 12/September/2018.

- Re-gravelling of POLICE - KYEITEMBE VOC. - IHAMBA Road under Road Fund (BIMC/777/WRKS/2018-2019/00002). Date of Submission of Bills of Quantities to Town Clerk by Municipal Engineer: 12/September/2018.

- Re-gravelling of BARYARUHA - BURAMBA Road under Road Fund (BIMC/777/WRKS/2018-2019/00003). Date of Submission of Bills of Quantities to Town Clerk by Municipal Engineer: 12/September/2018.

- Re-gravelling of KASHENYI - NTAZA - KANYANTAMA Road under Road Fund (BIMC/777/WRKS/2018-2019/00004). Date of Submission of Bills of Quantities to Town Clerk by Municipal Engineer: 12/September/2018.

- Re-gravelling of BASAJJABALABA - BWEIRAGYE Road under Road Fund (BIMC/777/WRKS/2018-2019/00005). Date of Submission of Bills of Quantities to Town Clerk by Municipal Engineer: 12/September/2018.

- Re-gravelling of BURAMBA - OMURUSHENYI - KIJUMO Road under Road Fund (BIMC/777/WRKS/2018-2019/00006). Date of Submission of Bills of Quantities to Town Clerk by Municipal Engineer: 12/September/2018.

- Re-gravelling of KIBARE - BWERERA BORDER Road under Road Fund (BIMC/777/WRKS/2018-2019/00007). Date of Submission of Bills of Quantities to Town Clerk by Municipal Engineer: 12/September/2018.

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| <p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul> | <p>For previous FY (2017/2018 FY), there WAS Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements as exemplified by the following:</p> <ul style="list-style-type: none"> <li>- An Updated Contracts Register was seen by the Assessor at Bushenyi – Ishaka Municipal Council PDU with a Starting/Opening Procurement Entry (S/N 1) Titled ‘Management Services of Bushenyi – Ishaka Municipal Council Bus Park’ Referenced ‘BIMC/777/SRVCS/2017-18/00001’, Date of Award: 05/June/2017, Contract Value: 2,650,000 UGX, Contractor: M/s Ruhamiza Ahamad and an Ending/Closing Procurement Entry (S/N 18) Titled ‘Purchase of Two New Batteries for FAW Tipper’ Referenced ‘BIMC/777/WRKS/2017-18/00025 Lot 5’, Date of Award: 05/February/2018, Contract Value: 924,000 UGX, Contractor: M/s Talk and Work Mini Motor Garage.</li> <li>- Referenced and Completed Procurement Activity Files for all procurements were seen by the Assessor at the PDU.</li> </ul>  | <p>2</p> |
| <p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>                                      | <p>For previous FY (2017/2018 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:</p> <ul style="list-style-type: none"> <li>- Construction of a Drainage Channel along BASAJJA – BURAMBA Road in Ishaka Division under Road Fund (BIMC/777/WRKS/2017-2018/00005). Contract Amount: 26, 718, 888 UGX. Verified Procurement Method: Selective Bidding. Letter of Invitation to Bid Dated: 03/May/2018 and Signed by Town Clerk.</li> <li>- Upgrading of MAYOR’S GARDEN Phase III under DDEG and Local Revenue (BIMC/777/WRKS/2017-2018/00003). Contract Amount: 47, 645, 745 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 06/February/2018, Red Pepper Newspaper.</li> <li>- Supply and Installation of Culverts for FY 2017/2018 under Road Fund (BIMC/777/WRKS/2017-2018/00004). Contract Amount: 26, 300, 813 UGX. Verified Procurement Method: Force Account. LPO Dated 21/June/2018 and Signed by Municipal Engineer, Head of Finance, Accounting Officer.</li> <li>- Tarmac-king of BASAJJA – RWEMIROKORA Road Phase II under Road Fund (BIMC/777/SUPLS/2017-2018/00007 - 00010) and (BIMC/777/SRVCS/2017-2018/00031). Contract Amount: 465, 000, 000 UGX. Verified Procurement Method: Force Account. Call of Order Dates: 02/November/2017 – 09/November/2017. Call of Order Numbers: 11 – 15 for Different Materials. LPO Dates: 07/November/2017 (LPO I); 07/November/2017 (LPO V); 08/November/2017 (LPO II); 08/November/2017 (LPO III);</li> </ul> | <p>2</p> |



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|  |  | <p>09/November/2017 (LPO IV) – All LPOs Signed by Head of Works Department, Head of Accounts, Accounting Officer.</p> <p>- Re-gravelling of RUHANDAGAZI – KAKANJU Road under Road Fund (BIMC/777/SUPLS/2017-2018/00005/00006) and (BIMC/777/SRVCS/2017-2018/00028). Contract Amount: 36, 000, 000 UGX. Verified Procurement Method: Force Account. LPO Dates: 07/September/2017 (LPO No.5); 08/September/2017 (LPO No.7); 08/September/2017 (LPO No.13); 11/September/2017 (LPO No.14).</p> <p>- Re-gravelling of OMURUSHENYI – BURAMBA Road under Road Fund (BIMC/777/SUPLS/2017-2018/00004/00009) and (BIMC/777/SRVCS/2017-2018/00027). Contract Amount: 12, 000, 000 UGX. Verified Procurement Method: Force Account. Call of Order Date: 07/September/2017 (Call of Order No.7, No.8, No.9). LPO Dates: 08/September/2017 (LPO No.6); 08/September/2017 (LPO No.11); 08/September/2017 (LPO No.12).</p> <p>- Re-gravelling of LIBERATION - NYAMIKO Road under Road Fund (BIMC/777/SUPLS/2017-2018/00001/00002) and (BIMC/777/SRVCS/2017-2018/00026). Contract Amount: 36, 000, 000 UGX. Verified Procurement Method: Force Account. LPO Dates: 07/September/2017 (LPO No.3); 07/September/2017 (LPO No.4); 08/September/2017 (LPO No.10).</p> <p>- Supply and Installation of Solar Street Lights in Ishaka Division under DDEG and Local Revenue (BIMC/777/SUPLS/2017-2018/00002). Contract Amount: 55, 757, 000 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 06/February/2018, Red Pepper Newspaper.</p> |          |
| <p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates</li> </ul> <p>for all projects based on technical supervision: score 2</p> | <p>There was NO Evidence that all works projects implemented in the previous FY (2017/2018 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision.</p>  | <p>0</p> |

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| <p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul> | <p>There was NO Evidence that all works projects for the current FY (2018/2019 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration since NOT even a single works project for the current FY (2018/2019 FY) had commenced construction by the time the Assessor visited the LG.</p>  | <p>0</p> |
| <p>Financial management</p>  |  |   |          |
| <p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>                         | <ul style="list-style-type: none"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>  | <p>Bushenyi/Ishaka MC runs 7 bank accounts including the TSA. As on last date of this assessment on 14th September 2018, only General Fund account was reconciled to 31/07/2018. The Bushenyi Health Centre IV bank reconciliation was prepared by the Accountant, but had never been reviewed or signed for the whole year FY 2017/18 to date. Four Municipal bank accounts for YLP and UWEP do have cashbooks and have therefore not been reconciled since they were opened two opened two years ago.</p> | <p>0</p> |

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| <p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>  | <ul style="list-style-type: none"> <li>• If the LG makes timely payment of suppliers during the previous FY</li> <li>– no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>                     | <p>Bushenyi/Ishaka MC payments reviewed show that there were a number of instances where the district paid beyond the mandatory 2 months limit. This was in due consideration of the terms and conditions of the contracts the LG made with its different suppliers of goods and services.</p> <p>Examples include:</p> <p>Payment of Shs 26,865,060 to Peak Partners for valuation of Council buildings. Invoicing 31/08/17 and payment 23/02/18 (5 months 23 days).</p> <p>Payment of Shs 3,300,000 to Shell Malindi for supply of fuel. Invoicing 15/02/18 and payment 23/02/18 (8 days).</p> <p>Payment of Shs 2,000,000 to Roma Services Ltd for supply of printed stationery. Invoicing 22/08/16 and payment 07/12/17 (1 year, 3 months 15 days)</p> <p>Payment of Shs 13,799,148 to Lamb Gill Investments (U) Limited for supply of 2 laptops, a printer and office tables. Invoicing 19/06/18 and payment 28/06/18 (9 days).</p> <p>Payment of Shs 7,384,000 to Lamb Gill Investments (U) Limited for supply of laptop and LCD projector. Invoicing 28/03/18 and payment 29/04/18 (1 month 1day).</p> | <p>0</p> |
| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul> | <ul style="list-style-type: none"> <li>• Bushenyi District has a substantively appointed Senior Internal Auditor in the names of Byarugaba Geoffrey, per his appointment letter Ref. BIMC/156/4/1, dated 28/06/18, written by the Town Clerk (Based on DSC Minute No. 30/2018).</li> </ul>  | <p>1</p> |

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| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>   | <ul style="list-style-type: none"> <li>• The LG produced all the internal audit reports for the 4 quarters of FY 2017/18. Quarter 1 report is dated 30/10/17, quarter 2 dated 20/03/18, quarter 3 dated 30/04/18 and quarter 4 dated 04/09/18.</li> </ul>   | <p>2</p> |
| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p> | <p>Quarter 1 report had such a tracker but the rest of the Internal audit reports generally did not contain a tracker on the implementation of previous internal audit recommendations.</p> <p>The assessment however saw a DPAC report dated 22/06/2018, Ref. COU/205/1, written by the Clerk to Council to the Town Clerk, on the implementation status of FY 2017/18 1st Quarter internal audit recommendations.</p> <p>The LGPAC meeting which sat on 18th May 2018 (Ref. CR/D/222/1) discussed Bushenyi/Ishaka MC internal audit reports Quarter 1 and 2 for FY 2017/18.</p> | <p>2</p> |

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| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>        | <p>The Central Registry delivery book shows that for FY 2017/18, Quarters 1, 3 and 4 Internal Audit reports were delivered to RDC, Town Clerk, LGPAC Chairman and other Heads of Department on the following dates: Quarter 1 on 22/10/17, Quarter 3 on 03/07/18 and Quarter 4 on 06/09/18.</p> <p>The LGPAC meeting which sat on 18th May 2018 (Ref. CR/D/222/1) discussed Bushenyi/Ishaka MC internal audit reports Quarter 1 and 2 for FY 2017/18.</p> | <p>1</p> |
| <p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>  | <ul style="list-style-type: none"> <li>• Evidence that the LG maintains an updated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>                 | <p>The district has an assets register that is formatted as required by the accounting manual. The register is in manual (book) form and as of the date of this assessment on 13th and 14th September, the book had been updated to reflect the most recent acquisitions and disposals.</p>   | <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"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul> | <p>The MC had an "Except for" qualified audit opinion for its FY 2017/18 financial report.</p>  | <p>2</p> |
| <p>Governance, oversight, transparency and accountability</p>  |  |   |          |

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| <p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>    | <ul style="list-style-type: none"> <li>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul> | <p>There was evidence that LG Council met 6 times chaired by the speaker and discussed service delivery related issues as provided in the Meeting held on; 7/9/2017, 15/11/2017, 31/1/2018, 7/3/2018, 13/4/2018 and 28/5/2018</p> <p>From the minutes of council service delivery issues were discussed under min BIMC/COU/10/2017 of 15/11/2017</p> <p>Min BIMC /COU/75/2018, BIMC/COU/76/2018 of 28/5/2018 discussing approval of AWP and Budget respectively.</p> <p>Council did discuss a report of the chairperson of social services committee on service delivery dated 7/9/2017 under min BIMC/COU/10/2017 of 15/11/2017</p> <p>However from the minutes presented there was no evidence that council discussed the last performance assessment results, monitoring reports and the LG PAC reports despite the receipt of LG PAC report dated 27/2/2018 addressed to the Mayor and received at the registry on 6/5/2018.</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"> <li>Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>  | <p>There was evidence of a letter signed by the Town Clerk appointing Mr Muhanguzi Didas the Deputy Town clerk to manage complaints and grievances dated 8/12/2017</p> <p>From the records at the Municipal there was evidence of response to a complaint on garbage management in Ishaka town dated 18/6/2018 signed by the procurement officer.</p>  | <p>1</p> |

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| <p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p> | <ul style="list-style-type: none"> <li>• The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul> | <p>A structure of submitting complaints had been displayed on the notice board at the administration block. From the structure written complaints were addressed to the Town clerk who then referred to departments and responses would be expected in 7 days.</p> <p>The Municipal council had established a suggestion/ Complaints box at the municipal entrance/ office.</p> <p>A complaint register had been established to track the responses and feedback through the black and red minute system at the records office.</p> <p>Radio talk shows were being done on crane radio. Reference talk show report dated 4/5/2017 on commercial business licenses. This report did not refer to the period under assessment.</p> | <p>1</p> |
| <p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>          | <p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>• The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>                                       | <p>There was evidence of display of Salaries and pensioner payrolls for the month of July with 62 pensioner and 547 staff at the administration 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"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>  | <p>There was no evidence of Displays of awards and procurement plan on the PDU notice board at the administration block.</p>   | <p>0</p> |

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| <p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>  | <ul style="list-style-type: none"> <li>• Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>                                      | <p>There was evidence that the performance assessment results and implications was displayed in the Town clerk's office and shared at the TPC on 11/7/2018 under minute 03/TPC/2018/19.</p>  | <p>1</p> |
| <p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>   | <p>There was evidence that the Municipality communicated and explained circulars and guidelines to the division councils in the TPC dated 16/8/2018 minute BIMC/TPC/4/2018 on DDEG, BMIC TPC min 3/2018 attended by 5 officers from the division on health guidelines.</p> | <p>1</p> |
| <p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul> | <p>There is no evidence that the Municipal conducted discussions on radios, urban foras, barazas to provide a feed back on status of activities. Although the municipal indicated talk shows were being used no reports were presented to support this.</p>                | <p>0</p> |
| <p>Social and environmental safeguards</p>   |   |  |          |



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

Maximum 4 points on this performance measure.

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

There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:

- The Assessor saw Bushenyi – Ishaka Municipal Council Report on Gender Mainstreaming Workshop that was held on 15/November/2017 in the Municipal Council Hall. The Report was addressed to Town Clerk and was signed by Senior Community Development Officer.
- The Assessor saw Bushenyi – Ishaka Municipal Council Capacity Building Plan for FY 2017/2018 which contained Gender Mainstreaming Activities on Page 25 namely: Train LLG Technical Officers, Political Leaders and CSOs on Gender Analysis and Mainstreaming in Planning Processes (800,000 UGX); Sensitize Technical Staff on HIV/AIDS Mitigation (400,000 UGX); Mainstream Environmental Issues in Municipal Council Development Plan.
- The Assessor saw Bushenyi – Ishaka Municipal Council Report on Community Sensitization Meeting on Road Works for BASAJJA – RWEMIROKORA and KIU – BURAMBA Roads that was held on 03/July/2018. The Report was signed by Acting CDO, Ishaka Division.
- The Assessor saw Bushenyi – Ishaka Municipal Council Report on Community Sensitization Meeting on HIV/AIDS, Gender and Environment Mainstreaming on Road Works for ST KAGWA – KATARIMWA Road that was held on 15/June/2018. The Report was written by CDO.

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| <p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>                           | <ul style="list-style-type: none"> <li>• Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2.</li> </ul> | <p>- There WAS Evidence that gender focal point had planned activities for current FY (2018/2019 FY) to strengthen women's roles. The Assessor saw Bushenyi – Ishaka Municipal Council Work Plan for FY 2018/2019 with the following planned activities: Gender Mainstreaming Workshops to be held at the Divisions/Gender Training Workshops (625, 000 UGX – Local Revenue) (Page 110, Output 108107 Gender Mainstreaming, Non Standard Outputs). The Assessor saw Bushenyi – Ishaka Municipal Council Capacity Building Plan for FY 2018/2019 with the following planned activity: Training in Gender Mainstreaming (400,000 UGX – Local Revenue; Page 19).</p> <p>- There was NO Evidence that more than 90% of previous year's budget for gender activities was implemented since Allocations that were made for Gender Activities for FY 2017/2018 were utilized at 83% Level according to computation based on validated Expenditure Vouchers that were retrieved from the Accounts Department by the Gender Focal Point Person.</p> | <p>0</p> |
| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1</li> </ul>  | <p>There was NO Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans.</p>  | <p>0</p> |

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| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul> | <p>There was NO Evidence that the LG integrated environmental and social management plans in the contract bid documents.</p>   | <p>0</p> |
| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>    | <p>There WAS Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners as exemplified by the following:</p> <ul style="list-style-type: none"> <li>- The Assessor saw a Land Agreement for Proposed Landfill Site for Bushenyi – Ishaka Municipal Council with the following details: Republic of Uganda, The Contract Act, Memorandum of Sale Dated 27/April/2011; Signed by Town Clerk, Physical Planner and Seller.</li> <li>- The Assessor saw a Land Title for Children’s Leisure/Recreation Park with the following details: LWY (F) 1767, Certificate of Title, Freehold Register, Volume MBR 411, Folio 10, Block (Road) Tank Hill Road, Plot 18 – 30 at Tank Hill – Kyeitembe Ward.</li> <li>- The Assessor saw a Land Title for Mayor’s Gardens with the following details: LWY/499, Certificate of Title, Leasehold Register, Volume 3029, Folio 14, Street No. 1-7, Nyamushekyera Road, Bushenyi, Term from 01/July/2002 for 49 Years; Approximately 0.696 Ha.</li> </ul> | <p>1</p> |

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| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul> | <p>There was NO Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer.</p> | <p>0</p> |
| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>  | <p>There was NO Evidence that Contract Payment Certificates included prior environmental and social clearance.</p>   | <p>0</p> |

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| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul> | <p>There was NO Evidence that Environmental Officer and CDO Monthly Report included a) completed checklists b) deviations observed with pictures c) corrective actions taken.</p> | <p>0</p> |
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| Summary of requirements   | Definition of compliance   | Compliance justification   | Score |
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| Human resource planning and management  |  |  |       |
| <p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p> | <p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p> | <p>The LG budgeted for a Head teacher and a minimum of 7 teachers for FY 2018/19 to the tune of 1,636,098,000/= for the 261 teachers at 24 schools as per Performance contract BIMC/CR/103/3 dated 14/8/2018</p>   | 4     |
| <p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p> | <p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>  | <p>The LG has deployed a Head teacher and a minimum of 7 teachers per school for the current FY as per list of schools and staff lists.</p> <p>In visited schools, St. Kagwa Boys had 1 Head teacher and 17 teachers for the 1,005 pupils (502M 503F). At Kyeitembe, there is a Headteacher and 9 teachers for the 204 pupils (110M 94F). In Bweranyagi Junior thre is a Headteacher and 14 teachers for the 849 pupils (339M 550F), while at Rwatukwire there is 1 Head teacher and 13 teachers for 469 pupils (248M 221F).</p> | 4     |

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| <p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>   | <ul style="list-style-type: none"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</li> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul> | <p>The LG has filled the structure for primary teachers with a wage provision by 251 teachers out of the 261 teachers representing 96% of the structure.</p>   | <p>3</p> |
| <p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>         | <ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>                                     | <p>The LG has not substantively filled positions of school inspectors. The LG has filled 1 position of school inspector instead of 2 Inspectors as per staff structure. Mrs Anne Tumubweine Bagyira is the only Inspector.</p>                 | <p>0</p> |
| <p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p> | <p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>                                 | <p>The LG has submitted a recruitment plan to HRM for the current FY to fill positions of the following; 1 Head teacher, 5 Deputy Head teachers, 10 Senior Education Assistants, and 7 Education Assistants as per letter dated 24/1/2017.</p> | <p>2</p> |

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| <p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p> | <p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul> | <p>The LG has submitted a recruitment plan for 1 Senior inspector as per letter dated 24/1/2017.</p> | <p>2</p> |
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Monitoring and Inspection

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| <p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p> | <p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul> | <ul style="list-style-type: none"> <li>• The MC has one inspector of schools who was appraised by Mr muhanguzi Didas on 3/8/2018. File ref CR/M/10122.</li> </ul> | <p>3</p> |
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| <p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p> | <p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul> | <ul style="list-style-type: none"> <li>• The head teachers of primary schools were appraised only three out of the 24 were not appraised that 87.5%</li> <li>• Those not appraised include;</li> <li>• MIBAZI LABAN, AGABA CHARITY, AND KARISIIMA JUSTINE.</li> <li>• Some of the appraised include</li> <li>• KYASIIMIRE OVIAS CRM/E/245</li> <li>• MUHUMUZA OSCAR CR/M/E/174</li> <li>• TURAMUREBA EVAS</li> <li>• NKAHIKAHO SYLVER</li> </ul> | <p>2</p> |
| <p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>                                      | <ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>   | <p>The LG has not communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools</p>  | <p>0</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"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>  | <p>The LG held a meeting for Head teachers on 20/2/2018 under Min 3/28 © and on 5/6/2018 under Min 10 e, &amp; f / 2018 and among others explained and sensitized teachers on the guidelines, policies, circulars issued by the national level. 23 Head teachers of public schools and 34 Head teachers (including those from private schools) were in attendance for the two meetings respectively 24 Proprietors and Head teachers of private schools were also met separately on 4/6/2018.</p>  | 2 |
| <p>The LG Education Department has effectively inspected all registered primary schools</p> <p>Maximum 12 for this performance measure</p>   | <ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul> | <p>Not all private and public schools have been visited at least once per term and reports produced. Only 71 inspections were made in previous FY for the 42 schools which required 126 inspections. This represents 57% of the required inspections. In visited schools St. Kagwa Boys was inspected on 25/4/2018, 3/11/2017, 26/7/2017. No reports were made for the last two dates. Kyeitembe was inspected on 29/7/2018, 13/2/2018, and 11/7/2017 implying there was no inspection in Term 3. Bweranyangyi Junior was inspected on 15/5/2018, 14/3/2018, 4/10/2017, and 12/7/2017. There was no inspection in Term 2 of 2018. Rwakukwire was inspected on 21/3/2018, 2/11/2017, 4/7/2017, and 8/4/2017. No inspection was made in Term 2 of 2018</p> | 1 |

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| <p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>            | <p>There is evidence that the Education Department had discussed school inspection reports and used reports to make recommendations for corrective action as reflected in Departmental meeting held on 20/1/2018 Min 3/2018 (d) where schools not performing well and strategy to intensify inspections on these schools as well as using best practices by other schools were discussed.</p> | <p>4</p> |
| <p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul> | <p>evidence of submission of inspection reports to DES. The letters are dated 8/8/2018 for term 1 and 2 and 17/5/2018 for Term 3 of 2017.</p>   | <p>2</p> |

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| <p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>  | <p>There is evidence that Inspection recommendations are followed up from Head teachers met at visited schools as follows;</p> <p>St. Kagwa Boys – Improvement of kitchen environment, and tree planting</p> <p>Bweranyangi Junior – Holding termly assessments, and annual staff appraisals</p> <p>Rwaturukwire – Provision of drinking water and hand-washing, plus wearing school uniforms and shoes</p> | <p>4</p> |
| <p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>                               | <ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul> | <p>The LG has not submitted accurate / consistent data pertaining to list of schools in the district. The LG has 42 schools (24 public and 18 private) while EMIS data indicates a total of 39 schools.</p>   | <p>0</p> |
| <p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>                               | <p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>                                       | <p>The LG has not submitted accurate/consistent enrolment data. The LG has a total of 11,736 pupils while EMIS data indicates a total of 11,613</p>   | <p>0</p> |

Governance, oversight, transparency and accountability

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| <p>The LG committee re- sponse for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul> | <p>The MEO presented to the Education sector committee his report on 25/1/2018 under Min BIMC /SS/37/2018.</p>  | <p>2</p> |
| <p>The LG committee re- sponse for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>   | <p>There is evidence that the Education sector committee meeting of 25/1/2018 under Min BIMC/SS/37/2017 sought approval for purchase of Double-cabin pick-up truck, while on 25/1/2018 Under Min BIMC/SS/48/2018 the Committee sought approval of construction of VIP latrines at 4 Schools, namely; Kaburengye, Kentungo, Rwatukwire,</p> <p>The Departmental Work-Plan and Budget estimates were approved on 25/1/2018 under Min BIMC/SS/48/2018.</p> | <p>2</p> |

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| <p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>                           | <p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul> | <p>There is evidence of functional SMCs. Although only 1 of the 5 sampled files at the MEO's office had submitted minutes of meeting held (Kanyamabona – 20/7/2017), in visited schools the SMC meetings had been held as follows;</p> <p>St. Kagwa Boys – 11/7/2018, 20/3/2018. And 20/10/2017</p> <p>Kyeitembe – 10/8/2018, 5/5/2018, 21/3/2018, 16/2/2018, and 16/10/2017</p> <p>Bweranyangi Junior – 17/8/2018, 22/5/2018, 5/12/2017.</p> <p>Rwaturwire – 11/7/2018, 4/3/2018, 10/12/2017, and 27/8/2017</p>   | <p>5</p> |
| <p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants</li> </ul> <p>e.g. through posting on public notice boards: score 3</p>   | <p>The LG has publicised all schools receiving non-wage recurrent grants for Q4 2017/18 through posting on the main public noticeboard.</p> <p>In visited schools, St Kagwa Boys P.S had the non-wage recurrent grants for Term 2 of 2,922,345/= displayed in the general office, general notice board, and in Head teacher's office.. In Kyeitembe P.S the non-wage recurrent grants were displayed in the general office office. 940,991/= had been received for Term 2. In Bweranyangi Junior P.S the non-wage recurrent grants were displayed in the Head teacher's office and staff room. 2,246,122 had been received for Term 1. In Rwaturwire the non-wage recurrent grants were displayed in the general office. 1,765,404/= had been received for Term 2.</p> | <p>3</p> |
| <p>Procurement and contract management</p>  |  |  |          |

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| <p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>        | <p>The sector had only submitted procurement input to Procurement Unit covering all investment items in the approved Sector annual work plan and budget on 14/5.</p> | <p>0</p> |
| <p>Financial management and reporting</p>   |  |  |          |
| <p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>   | <ul style="list-style-type: none"> <li>• Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>  | <p>Bushenyi/Ishaka MC Education department had no payments for certification in FY 2017/18.</p>  | <p>3</p> |
| <p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>  | <ul style="list-style-type: none"> <li>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul> | <p>The sector had only submitted procurement input to Procurement Unit covering all investment items in the approved Sector annual work plan and budget on 14/5.</p> | <p>0</p> |

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| <p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>                            | <ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>o If sector has no audit query score 4</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>o If all queries are not responded to score 0</li> </ul> | <p>Bushenyi/Ishaka MC Education department had internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>For example Quarter 1 report had a query on non-preparation of income &amp; expenditure reports by Ishaka Adventist College and lack of a contracts committee, lack of a prequalified suppliers list, non-preparation of bank reconciliation statements and non-deduction of w.h.t by the same school.</p> <p>Quarter 2 reported on unsupported payments totalling 3,500,000 (lacking activity reports).</p> <p>Quarter 3 reported on non-maintenance of fixed assets registers, non-preparation of financial statements and non-display of UPE funds accountabilities by schools - Bushenyi Demo P/S, Kyeitembe Model P/S and Katungu P/S. Quarter 3 also reported on unaccounted for funds to a tune of Shs 3,014,000.</p> <p>Quarter 4 reported on non-deduction of L.S.T, non-display of UPE funds accountabilities and stores management issues by schools – St. Kaggwa P/S, Bushenyi Town School, Bweranyangi P/S, Rwatukwire P/S and Bunyarugi Model P/S.</p> | <p>0</p> |
| <p>Social and environmental safeguards</p>   |   |   |          |
| <p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>  | <p>The LG Education department had disseminated guidelines on gender in Head teachers' meeting held 5/6/2018 under Min 10 e&amp;f with 34 head teachers in attendance.</p>  | <p>2</p> |



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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"> <li>Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>   | <p>The LG Education department in collaboration with gender department have issued and explained guidelines on sanitation in circular letter dated 12/3/2018.</p>  | <p>2</p> |
| <p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>                                 | <ul style="list-style-type: none"> <li>Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>  | <p>the following females were on the SMCs representing the Foundation body as follows:-</p> <p>St. Kagwa Boys – Jane Kyoshabire, Joan Kenyange, and Anne Kagumire</p> <p>Kyeitembe – Chroris Mpairwe, Enid Tugume, and Joy Kabiriisa</p> <p>Bweranyangi Junior – Jennifer Mwesigwa, Betty Nteireyo, and Beth Tumwiine</p> <p>Rwaturwire – Peace Bampata, Ephrance Niwamanya, and Miria Matsiko</p>   | <p>1</p> |
| <p>LG Education department has ensured that guide- lines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul> | <p>The LG Education department in collaboration with Environment department has issued guidelines on environment management in Head teachers meeting held on 5/6/2018 under Min 10/2018 e&amp;f. 34 Head teachers attended..</p> <p>At St Kagwa there is an Environment Club and the school emerged best school nationwide in the Foundation for Environment Education (FEE) competitions held at Imperial Royale in march 2018. Kyeitembe has a tree planting program. Bweranyangi Junior has an environment club established with assistance from CECORD NGO, while Rwaturwire has just established an environment club and is also planting fruit and shed trees.</p> | <p>1</p> |

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| <p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul> | <p>School infrastructure projects have not been screened before approval for construction</p>   | <p>0</p> |
| <p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>   | <p>The Environment Officer and Community Development Officer have not visited the sites to check whether mitigation plans are complied with</p> | <p>0</p> |

| Summary of requirements   | Definition of compliance  | Compliance justification  | Score |
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| Human resource planning and management  |   |   |       |
| <p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>                           | <p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul> | <ul style="list-style-type: none"> <li>• Approved structure is 57, filled positions 45. The staffing level stands at 79 %</li> <li>• This was sourced from the staff lists of the HCIV, HCII &amp; HCIII report as at the 30th July 2018, the approved structure from Ministry of Public Service (approval letter of reference ARC 135/306/01 dated the 1st March 2018 authored by Betty. A. Banyoya for the PS/MOPS) and the revised wage bill estimates circular (Ref. HRM 155/222/02, Annex 1B page 4 of 4) from PSST/MOFPED (authored by Kenneth Mugambe) dated 20th March 2018 amounting to UGX.525,037,405 provided for the 45 staff positions filled.</li> </ul> | 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/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>  | <ul style="list-style-type: none"> <li>• Included in the District Recruitment Plan (submitted to MOFPED of ref BIMC/CR/156/3 dated the 24th January 2018) is the component for the Health Department to fill 38 vacant positions under Public Health (3), Health Centre IV(7) and HCIIIs (28).</li> <li>• However, there was no formal submission from the Health Department to the Human Resources Department submitting the department's Recruitment Plan for 2018/2019.</li> </ul>   | 0     |

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| <p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>  | <p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>                    | <ul style="list-style-type: none"> <li>• The MC has one health centre iv and one health centre II both were appraised ref to file no CR/M/10066 AND Ag CR/D/10063</li> </ul>  | <p>8</p> |
| <p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4</li> </ul> | <ul style="list-style-type: none"> <li>• The department deployed staff as per the list submitted and this was consistent with the staff found at the health units visited.</li> <li>• Evidenced from the staff posting list as of 31st July 2018 and verification of the staffing at the health facilities of:</li> <li>• BUSHENTI HCIV RUHARO HCII visited on the 13th September 2018. The posting were as follows:<br/> BUSHENYI HCIV 37<br/> RUHARO HCII 4<br/> NYAMIIKO HEALTH CENTRE HCIII 2<br/> MUNICIPAL HEALTH OFFICE 2</li> <li>• The posting list at the acting MHO's office at BUSHENY HCIV corresponded to at the staff at the Health Centres visited as per the daily<br/> monthly wage/attendance registers and duty Rostas and<br/> head counts for those present on duty.</li> </ul> | <p>4</p> |
| <p>Monitoring and Supervision</p>  |   |   |          |

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| <p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>                     | <ul style="list-style-type: none"> <li>The MHO's office never communicated and distributed any guideline from the MOH on Sector Grant &amp; Budget Guidelines to Local Governments FY 2018/2019,</li> <li>The Ministry of Health Guidelines for Local Government Planning process-health sector supplement-2017, &amp; Ministry of Health, Policy Strategies for improving health Service Delivery 2016-2021) from the Health Units with the allegations that the department had not yet any guidelines from the MOH.</li> </ul>   | <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"> <li>Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul> | <ul style="list-style-type: none"> <li>There was no evidence examined to indicate that the MHO held any meetings with in-charges on the during the Financial Year.</li> <li>As well there was no evidence that the guidelines, policies &amp; circulars issued or not issued were explained to the Health Unit In-Charges especially this particular three circulars &amp; policies. (The Ministry of Health Guidelines for Local Government Planning process-health sector supplement-2017; Ministry of Health, sector Grant and Budget Guidelines to Local Government FY 2018/19 &amp; Ministry of Health, Policy Strategies for improving health Service Delivery 2016/2021)</li> </ul> | <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>   | <ul style="list-style-type: none"> <li>The supervision reports examined indicated there were support supervisions carried out at BUSHENYI HCIV.</li> <li>The reports were dated the 30/8/2017, 9/1/2018, 30/3/2018 &amp; 18/6/2018 for 1st, 2nd 3rd &amp; 4th Qtrs authored by Dr. Kaule Aaron the acting Municipal Health Officer.</li> </ul>   | <p>3</p> |

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| <p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>  | <p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>• If 100% supervised: score 3</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60% - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul> | <ul style="list-style-type: none"> <li>• The BUSHENYI HCIV carried out support supervision of all the operational Health Centre in the Municipality then (RUHARO HCII) and outreach units of KASHENYI HCII &amp; NYAMIKO HCIII.</li> <li>• On the 28/9/2017, the HCIV team( NINIIMA CHRISTABEL, ASIIMWE DOMITIA, KAKURU PETER &amp; TUGUME SAYINUS) supervised RUHARO HCII The Igara West HSD carried out support supervision on 7 HCII &amp; 5 HCIII.</li> <li>• On the 15/12/2017, the HCIV team (NINSIIMA CHRISTABEL &amp; ASIIMWE DOMITIYA) supervised RUHARO HCII.</li> <li>• On the 2/3/2018, the HCIV team (DR. KASULE AARON) supervised RUHARO HCII</li> </ul> | <p>3</p> |
| <p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4</li> </ul>  | <ul style="list-style-type: none"> <li>• There was no evidence that the quarterly support supervision reports were discussed.</li> </ul>   | <p>0</p> |

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| <p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the recommendations are followed</li> <li>– up and specific activities undertaken for correction: score 6</li> </ul>  | <ul style="list-style-type: none"> <li>There was evidence in the supervision Log Book at RUHARO HCII that the recommendations were followed up and specific activities under taken for correction. These included matters of; staff attendance in health units, , improved diseases surveillance, sanitation &amp; hygiene in the health units.</li> <li>The support supervision reports were dated 30/8/2017 (KASHENYI HCII &amp; RUHARO HCII); 18/6/2018 (KASHENYI HCII, RUHARO HCII &amp; NYAMIIKO HCIII); 9/1/2018 (KASHENYI &amp; RUHARO HCII) &amp; 30/3/2018 (RUHARO HCII &amp; NYAMIIKO HCIII).</li> <li>KASHENYI HCII served &amp; NYAMIIKO HCIII is serving as an outreach unit.</li> <li>As well the comments on the supervision log books examined in the Health Units visited showed recommendations made by the HCIVsupervisors.</li> </ul> | 6  |
| <p>The LG Health department has submitted accurate/ consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>  | <ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>The LG (health department) provided information regarding the list of Health facilities receiving PHC funding consistent with the MOH (health facilities reporting).</li> <li>A list of 2 Health Facilities (BUSHENYI HCIV &amp; RUHARO HCII) was provided by the MHO's office at BUSHENYI HCIV.</li> </ul>  | 10 |
| Governance, oversight, transparency and accountability   |  |   |    |

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| <p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul> | <ul style="list-style-type: none"> <li>There was no evidence provided that the Committee on Social Services met</li> <li>Since there was no evidence that the Performance assessment results and LGPAC reports were discussed.</li> </ul> | <p>0</p> |
| <p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>   | <ul style="list-style-type: none"> <li>Similarly there was no evidence that the Committee on Social Services presented reports to Council for approval.</li> </ul>  | <p>0</p> |



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| <p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>                      | <p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul> | <ul style="list-style-type: none"> <li>• All the health facilities visited (BUSHENYI HCIV &amp; RUHARO HCII) have HUMCs in place.</li> <li>• BUSHENYI HCIV HUMC met on the 28/3/2018 and discussed issues as; minute 44/03/2018- accountability of funds for financial year, budget proposal for the PHC funds, drugs, outreaches, PHC development funds, representative at the TPC, 21/6/2018 discussed budget proposals to complete the theatre, new toilets for staff, drainage system for the maternity ward bathroom &amp; toilets; 14/12/2017 minute 42/12/2017 in-charge report on NYAMIIKO HCIII, water &amp; electricity to cleared using PHC funds, accountability to be availed to the meetings and 4/9/2017 minute 35 equipment from the woman MP, min 36/09/2017 reduction of the PHC funding, &amp; minute 38/09/2017 payroll matters, handover by DR. NINSIIMA VIOLA &amp; gazetting NYAMIIKO HCIII for outreaches.</li> <li>• RUHARO HCII HUMC met on the following dates; 15/5/2018 (discussed accommodation, fencing and security of the unit); 15/11/2017 discussed water sourcing, accommodation of the in-charge &amp; writing to the MP about accommodation; met on the 13/2/2018 and discussed the PHC funding &amp; met on the 10/7/2017 and discussed accommodation and resources available in the health unit.</li> </ul> | <p>4</p> |
| <p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul>   | <ul style="list-style-type: none"> <li>• The department did not publicize the PHC funding to the 2 health units on the notice boards at the Municipal headquarters examined.</li> </ul>   | <p>0</p> |
| <p>Procurement and contract management</p>   |   |   |          |

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| <p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul> | <ul style="list-style-type: none"> <li>The department did not submit the procurement needs for the current FY 2017/2018 in time.</li> <li>Evidenced from the Annual Work Plans seen from the submissions signed by the MHO which were dated 18/7/2018 long after the 30th April 2018 evidenced as below: office furniture at UGX.2, 000,000; computer and printer at UGX.3, 000,000; stationery at UGX.500, 000 &amp; Maternity ward at RUHARO HCII at UGX. 180,000,000.</li> </ul> | 0 |
| <p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>   | <ul style="list-style-type: none"> <li>The department did not submit the procurement needs for the current FY 2017/2018 in time.</li> <li>During the FY 2017/2018, there were procurement to warrant procurement requests of desk top computer at UGX. 2,000,000; printer at UGX.1,000,000 and stationery at UGX. 570,000 Which had no date on it.</li> </ul>   | 0 |
| <p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>   | <ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>  | <p>Bushenyi/Ishaka MC Health department did not have any certified payments in FY 2017/18.</p>  | 4 |
| <p>Financial management and reporting</p>  |  |   |   |

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| <p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>   | <p>There was no evidence to show that the department submitted the annual performance report and other quarterly reports to the planning unit on time for consolidation in any case by mid July. Reporting was done on line using the PBS and reports were concurrently generated on the dates as submitted by the planning unit and records of PBS at the LG planning unit on dates;</p> <p>Qtr 4, 5th /9/2018</p> <p>Qtr 3, 5th/6/2018</p> <p>Qtr 2, 26th/2/2018</p> <p>Qtr 1, 23/1/2018</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"> <li>If sector has no audit query: Score 4</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>If all queries are not responded to Score 0</li> </ul> | <p>Bushenyi/Ishaka MC Health Department had internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>For example Quarter 1 reported on unaccounted for funds by Dr Kasule to a tune of Shs 680,000.</p> <p>Quarter 3 reported on 7 inadequately supported accountabilities totalling Shs 2,064,400.</p> <p>Quarter 4 report had queries on health centres: Bushenyi Health Centre IV had audit queries on drug stockouts, manpower gaps and absence of a T.B ward. Ruharo Health Centre II had no credit line and is cash starved. The health department at the MC headquarters also had unsupported accountabilities to a tune of Shs 2,077,600.</p> | <p>0</p> |
| <p>Social and environmental safeguards</p>  |   |  |          |

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| <p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>                                | <ul style="list-style-type: none"> <li>Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2</li> </ul>  | <ul style="list-style-type: none"> <li>The compositions of the HUMCs of the two health units visited (BUSHENYI HCIV (2 female &amp; 2 males), RUHARO HCII (2 Females &amp; 2 Males).</li> <li>The two health units therefore met the gender composition as per guidelines of at least 30% females because the composition of females was 50% for both.</li> </ul>  | 2 |
| <p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>                                | <ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>  | <ul style="list-style-type: none"> <li>Of the health units visited, RUHARO did not have their sanitation facilities clearly labelled for both males &amp; females and the privacy was as well observed as it did not have curtain wall to conceal the stances.</li> <li>BUSHENYI HCIV had its sanitation facilities separated for men and women.</li> <li>The LG did not formally issue guidelines on how to manage sanitation in health facilities.</li> </ul>  | 0 |
| <p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul> | <ul style="list-style-type: none"> <li>In the financial year 2017/2018, there was a capital project (development of a land fill/composite garbage composite plant at KABAGARAME) for the health department and the environment office provided for environmental screening evidenced with; an environment impact statement of the Bushenyi-Ishaka Municipal Composite Land Fill Facility addressed to the Executive Director-NEMA authored by the Town Clerk( EDWARD KIWANUKA GWAVU) dated the20/10/2017; an Environmental Impact assessment(EIA) by ASHABA STELLA OVIA for the same facility dated the 18.6.2018; submission of terms of reference for the EIA for the proposed land fill to NEMA dated the 26/6/2018 by the Town Clerk; preliminary Environment Screening by NEMA authored by Dr Gerald.M. Sawula; request for EIA process from NEMA by the District Environment officer.</li> </ul> | 2 |

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| <p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2</li> </ul>  | <ul style="list-style-type: none"> <li>Though the Environment Officer alleged to have visited the site, there was no evidence (in form of site visit reports) to indicate that the CDO and the Environment officer visited the site</li> </ul>   | <p>0</p> |
| <p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>   | <ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4.</li> </ul> | <ul style="list-style-type: none"> <li>Guidelines on waste management were distributed to health units as evidenced from the copies of the guidelines seen at the health units visited. The Health units visited displayed the Waste Management Instructions at the Health Units Notice boards.</li> </ul> | <p>4</p> |

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

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

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| <p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p> | <p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>                               | <p>N/A, the municipal is under NWSC</p> | <p>0</p> |
| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>  | <ul style="list-style-type: none"> <li>• If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul> | <p>N/A, the municipal is under NWSC</p> | <p>0</p> |
| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>  | <ul style="list-style-type: none"> <li>• If water and sanitation facilities constructed as per design(s): score 2</li> </ul>   | <p>N/A, the municipal is under NWSC</p> | <p>0</p> |
| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>  | <ul style="list-style-type: none"> <li>• If contractor handed over all completed WSS facilities: score 2</li> </ul>  | <p>N/A, the municipal is under NWSC</p> | <p>0</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"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>  | <p>N/A, the municipal is under NWSC</p>  | <p>0</p> |
| <p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>                          | <ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>   | <p>The Municipality does not have a water department as all water functions are handled by National Water and Sewerage Corporation. There were therefore no certifiable transactions in this area.</p> | <p>0</p> |
| <p>Financial management and reporting</p>  |   |  |          |
| <p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>   | <p>N/A, the municipal is under NWSC</p>  | <p>0</p> |
| <p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>   | <ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>If sector has no audit query score 5</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> </ul> </li> <li>If queries are not responded to score 0</li> </ul> | <p>N/A, the municipal is under NWSC</p>  | <p>0</p> |
| <p>Governance, oversight, transparency and accountability</p>  |   |  |          |

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| <p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul> | <p>The water sector was found to be under NWSC and was not assessed.</p> | <p>0</p> |
| <p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>  | <p>There was no evidence as the water sector was under NWSC</p>          | <p>0</p> |
| <p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>                                  | <ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>   | <p>N/A, the municipal is under NWSC</p>                                  | <p>0</p> |
| <p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>                                  | <ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>  | <p>N/A, the municipal is under NWSC</p>                                  | <p>0</p> |

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

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