



Local Government Performance Assessment

Ibanda District

(Vote Code: 558)

| Assessment | Scores |
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| Accountability Requirements | 33% |
| Crosscutting Performance Measures | 67% |
| Educational Performance Measures | 80% |
| Health Performance Measures | 81% |
| Water Performance Measures | 87% |

| Summary of requirements | Definition of compliance | Compliance justification | Compliant? |
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| Annual performance contract | | | |
| <p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p> | <ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. | <p>There is evidence the LG generated on line the Annual Performance Contract on 26th /07/2018 at 10.25am according to the data supplied on the PBS at the LG planning unit. Although the submission was on time the LG faced challenges related to the system being new system, besides the untimely upgrading of the PBS which was delayed up to July. Training of the users at the LG was reported to have been insufficient thus affecting timely reporting.</p> | Yes |
| Supporting Documents for the Budget required as per the PFMA are submitted and available | | | |

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| <p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p> | <ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. | <p>There was evidence that the LG generated a Budget for the FY 2018/19 using the PBS dated 26th /07/2018 that did not include a procurement plan according to the information on the PBS at the LG planning unit. The procurement plan was submitted on the 30th /7/2018 using excel as per the letter of the CAO. The LG subsequently generated another procurement plan using the PBS on the 15th /08/2018 at 04.15 pm. The LG attributed this to the upgrading process of the PBS which could not attach or generate the procurement plan together with budget as required</p> | <p>No</p> |
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Reporting: submission of annual and quarterly budget performance reports

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| <p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p> | <p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant | <p>There was evidence the LG submitted the Annual Performance Report for the previous FY 2017/2018 on 9th /08/2018 according to the PBS record at the planning unit. This delay was attributed to the late upload of data on conditional grants by the MoFPED in addition to system challenges of unbalancing figures.</p> | <p>No</p> |
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| <p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p> | <p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. | <p>There was evidence the LG had made Submissions of all quarterly budget performance reports during FY 2017/2018 using PBS from information seen at the LG Planning unit: the delays in submission of the quarterly report were attributed to MoFPEDs late input of data on conditional grants and PBS being a new system. Quarter Date of submission Reference Quarter 01 16th /1/2017 PBS LG planning unit. Quarter 02 07th /3/2018 PBS LG planning unit. Quarter 03 08th /6/2018 PBS LG planning unit. Quarter 04 09th /8/2018 PBS LG planning unit.</p> | <p>No</p> |
| <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"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all – LG is compliant • If there are partial or not all issues responded to – LG is not compliant. | <p>The LG wrote to the PS/ST on the implementation status of Internal Auditor General recommendations for FY 2016/17.</p> <p>Two submissions were made, one dated 18/04/18 written by the CAO to the PS/ST contained actions taken on 20 internal audit recommendations of FY 2016/17. The communication was received at MoFPED on 19/04/18.</p> <p>Another submission dated 06/04/18 containing responses on 7 FY 2016/17 Auditor General recommendations was submitted to the PS/ST on 09/04/18.</p> <p>The two communications were submitted beyond the February deadline. However, it should be noted that the lateness could have been because of the late communication by the PS/ST in request of the same. The PS/ST communication was dated 11/04/18.</p> | No |
| <p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p> | | <p>The district had an unqualified audit opinion for its FY 2017/18 financial report.</p> | Yes |

| Summary of requirements | Definition of compliance | Compliance justification | Score |
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| Planning, budgeting and execution | | | |
| <p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. | <p>There was evidence of a functional physical planning committee which met 4 times on 16th/8/2017, 23rd/11/2017, 7th/3/2018 and 18th/6/2018. The committee had 14 members appointed on assignment of duties on the 11th /1/2018 under ref CR/D/156/6 by the CAO with the physical planner as secretary and CAO as chairperson.</p> <p>The physical planning committee had a register opened in FY 2016/2017 for plans and in 2017/18 FY 6 plans had been received and processed. There was no evidence the plans had been approved within 30 days. This was attributed to budgetary challenges at the LG. Despite the above the physical planning committee considered new investments as per the record in the plan register.</p> | 1 |
| <p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. | <p>There was evidence the LG submitted 4 copies of minutes of the Physical Planning Committee to MoLHUD as per the CAOs letter dated 15th /8/2018 ref CR/1207/1 received stamped 10th/09/2018 by MoLHUD.</p> | 1 |

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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"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 | <p>The LG did not have a physical development plan. This was attributed to inadequate budget to develop a structural plan for the district. However the LG had in a letter dated 10th/8/2018 ref CR/D/202/2 to MoLHUD requested for technical guidance and support to develop cost structural planning.</p> | <p>0</p> |
| <p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 | <p>There was no evidence the LG had detailed plans for the previous FY 2017/18. This was attributed to budgetary challenges.</p> | <p>0</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"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. | <p>There was evidence that priorities in the AWP the FY 2018/19 were based on outcomes of the budget conference report dated 18th/10/2017 as below;</p> <ul style="list-style-type: none"> - Construction of class rooms, pg 46 attachment to budget conference report. - Establishment of a seed school at Rwenshambya secondary school, was not in the budget conference report however was discussed in the council min C/06/09/2018 dated 20th/9/2018 & TPC dated 31/7/2018 min 7/DTPC/7/2018 - Construction of a maternity ward at Kashozi HC11, was not in the budget conference report however was discussed in the council min C/06/09/2018 dated 20th/9/2018 & TPC dated 31st/7/2018 min 7/DTPC/7/2018 - Construction of OPD at Kashozi HC11, was not in budget conference report however was discussed in the council C/06/09/2018 dated 20th/9/2018 & TPC dated 31st/7/2018 min 7/DTPC/7/2018 - Completion of a maternity ward at Ishongororo HC1V, pg 49 on attachment of budget conference report. - Renovation of district house at Saaza headquarters, pg 14 attachment of budget conference report. - Construction of public toilets at Kijongo TC, pg 53 attachment to budget conference report. - Completion of mini solar piped water system at Kashozi parish, pg 53 attachment to budget conference report. - Construction of GFS at Kogabe village, pg 53 attachment to budget conference report. |
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| <p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. | <p>There was evidence that the investments in the Annual Work Plan for the current FY 2018/2019 were derived from the approved Five-Year Development Plan, pg 105, pg 104, pg 98, pg 107</p> <p>Differences in the investments in the AWP and DDP had been discussed by TPC dated 31st/7/2018 under Minutes 7/DTPC/7/2018 and Council Minutes C/06/09/2018 dated 20th/9/2018</p> <p>It was noted the sector guidelines for health and education were received late by the district.</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"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. | <p>There was evidence project profiles had been developed and submitted to TPC meeting held on 14th /2/2018, under Minutes 67/TPC/2/2018.</p> <p>All investment profiles in the AWP were as per LG Planning guidelines.</p> | <p>2</p> |
| <p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p> | <ul style="list-style-type: none"> • Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. | <p>There was evidence of a signed copy of the statistical abstract with gender disaggregated data, pg 33. Approved by TPC dated 5th/10/2017 under min 31/TPC/10/2017(b). However the statistician had not projected population data from the previous year to the current year, pg12.</p> <p>Notably this was the second statistical abstract the district had developed.</p> | <p>1</p> |

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| <p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 | <p>There was evidence that Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the Annual Work Plan dated 27th/2/2018 and approved by the LG Council min C/21/02/2018, pg 63, pg 56, pg 74, pg 73, pg 39 of the annual performance report and pg 23 procurement of a vehicle, pg 17 construction of maternity ward at Ishongororo HC1V, pg28 construction of Kashozi mini solar piped water system, pg 8 construction of a commercial building at health office in the annual work plan.</p> | <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"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 | <p>There was evidence that investment projects were completed as per work plan by the end of the FY; From the records in the annual performance report the underlying were completed</p> <ul style="list-style-type: none"> - Procurement of a vehicle actual expenditure UGX 130,000,000, pg63 Q4 report - Construction of maternity ward and 2 stance pit latrine at Ishongororo HC1V actual expenditure UGX 269,159,000 - Construction of a mortuary actual expenditure UGX 2,734,000 - Rehabilitation of Kanywambogo GFS and construction of Kashozi mini solar piped water system actual expenditure UGX 363,300,000, pg 74 Q4 report - Construction of 2 lined pit latrine at Saaza headquarters actual expenditure UGX 19,806,000, pg 73 Q4 report - Construction of a commercial at Saaza headquarters actual expenditure UGX 178,000,000, pg 39 Q4 report. | <p>4</p> |

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| <p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 | <p>From the annual performance report there was evidence some of the investments in the FY 2017/18 had been completed within (- /+) 15% of the budget while 2 of sampled projects were not completed within the approved budget as seen below.</p> <ul style="list-style-type: none"> - Procurement of a vehicle actual expenditure UGX 130,000,000, thus 96% pg 63 Q4 report - Construction of maternity ward and 2 stance pit latrine at Ishongororo HC1V actual expenditure UGX 269,159,000, thus 119% pg 56 Q4 report. - Construction of a mortuary actual expenditure UGX 2,734,000, thus 34% pg 56 Q4 report - Rehabilitation of Kanywambogo GFS and construction of Kashozi mini solar piped water system actual expenditure UGX 363,300,000, thus 113% pg 74 Q4 report - Construction of 2 lined pit latrine at Saaza headquarters actual expenditure UGX 19,806,000, thus 100% pg 73 Q4 report - Construction of a commercial at Saaza headquarters actual expenditure UGX 178,000,000, thus 102% pg 39 Q4 report. | <p>0</p> |
| <p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 | <p>There was evidence of a specific Budget line of UGX 11,000,000 for O&M in the FY 2017/2018 on pg 50 of the annual budget. Actual expenditure on O&M during the FY was UGX 11,000,000 giving 100% utilization.</p> <p>The chief finance officer had compiled an assets register that was not costed and did not have all infrastructural assets of the district nor was there a maintenance plan.</p> <p>From the record on the annual performance there was no evidence of O & M on infrastructural assets in the FY 2017/18.</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"> • Evidence that the LG has filled all HoDs positions substantively: score 3 | <p>Not all departments are substantially filled as per the evidence below ;</p> <ul style="list-style-type: none"> • Apart from the DEO, DHO, and DCAO, the rest of the heads of departments are in acting capacity. That is 3 out of the 9 departments i.e. 33.3% | <p>0</p> |
| <p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p> | <ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 | <p>The HOD'S were appraised and performance reports were availed. DCAO ON 11/07/2018. AG CFO 9/7/2018, DHO ON 10/7/2018, AG DCDO ON 9/7/2018, AG DISTRICT ENGINEER ON 9/7/2018, AG PRODUCTION AND MARKETING ON 13TH JULY 2018, AG DNRO 9/7/2018, DEO ON 9/7/2018.</p> | <p>2</p> |
| <p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 | <p>All the 102 positions submitted for recruitment were considered</p> <ul style="list-style-type: none"> • Minutes of the 66th IBANDA DSC meeting held from 30th august to 4th September at the IBANDA DISTRICT SERVICE COMMISSION – IBANDA COUNTY HEAD QUARTERS • Minutes of the 67th IBANDA DISTRICT SERVICE COMMISSION held from 6th to 8th December 2017 • Minutes of the 69th meeting of the IDSC held from 12th to 23rd Feb 2018 | <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"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 | <ul style="list-style-type: none"> • All the staff submitted for confirmation we considered. • Minutes of the 66th IBANDA DSC meeting held from 30th august to 4th September at the IBANDA DISTRICT SERVICE COMMISSION – IBANDA COUNTY HEAD QUARTERS • Minutes of the 67th IBANDA DISTRICT SERVICE COMMISSION held from 6th to 8th December 2017 • Minutes of the 69th meeting of the IDSC held from 12th to 23rd Feb 2018 • Minutes of 71st meeting of IDSC held from 23rd to 25th may 2018 | <p>1</p> |
| <p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 | <ul style="list-style-type: none"> • The 10 cases that were submitted to the DSC were considered • Minutes of the 66th IBANDA DSC meeting held from 30th august to 4th September at the IBANDA DISTRICT SERVICE COMMISSION – IBANDA COUNTY HEAD QUARTERS • Minutes of the 67th IBANDA DISTRICT SERVICE COMMISSION held from 6th to 8th December 2017 • Minutes of the 69th meeting of the IDSC held from 12th to 23rd Feb 2018 | <p>1</p> |
| <p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p> | <ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 | <ul style="list-style-type: none"> • The staffs that were recruited in two batches that were May 2018 and June 2018 and they were all on the pay roll the subsequent month. | <p>3</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"> Evidence that 100% of the staff that retired during the previous <p>FY have accessed the pension payroll not later than two months after retirement: score 2</p> | <p>Two people retired in the previous financial year and were not on the pay roll.i.e. BWENJE CHRISTOPHER AND Agrace Mugizi Bakundwomwe.</p> | <p>0</p> |
| <p>Revenue Mobilization</p> | | | |
| <p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. If the increase is from 5% -10 %: score 2. If the increase is less than 5 %: score 0. | <p>Ibanda DLG local revenue performance for FY 2016/17 was Shs 407,911,841. Performance for FY 2017/18 was Shs 654,708,000.</p> <p>The increase in revenue performance was Shs 246,796,159, which was 60%. This was well above the 10% threshold.</p> <p>(It should be noted that a one off of Shs 320,000,000 obtained from sale of district land in FY 2016/17 was disallowed as local revenue, reducing FY 2016/17 income from Shs 727,911,841 to Shs 407,911,841).</p> | <p>4</p> |
| <p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p> | <ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within <p>+/- 10 %: then score 2. If more than +/- 10 %: Score 0.</p> | <p>Ibanda DLG local revenue original budget for FY 2017/18 was Shs 823,521,000. Local revenue realised for the same year 2017/18 was Shs 654,708,000.</p> <p>The difference was Shs 168,813,000, which was 20% below the budgeted amount.</p> <p>This was well outside the +/-10% range.</p> | <p>0</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"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 | <p>Ibanda DLG Trial Balance for FY 2017/18 shows that Shs 72,156,000 was collected for Local Service Tax.</p> <p>During FY 2017/18, it was claimed that Shs 11,170,910 was transferred to LLGs with respect to the 65% transferrable to LLGs, but no documentary evidence to this effect was provided.</p> <p>Besides, this amount would still fall much below the 65% expectation.</p> | <p>0</p> |
| <p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 | <p>From Ibanda DLG Financial Statements for FY 2017/18, Shs 44,510,000 was spent on Council out of local revenue, itemised as follows:</p> <p>Airtime for Chairman and Vice Shs 2,800,000</p> <p>Travel Inland Shs 7,858,000</p> <p>Council allowances Shs 33,852,000.</p> <p>Local revenue for FY 2016/17 was Shs 407,911,841.</p> <p>The proportion was 10.9%, 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"> 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 | <ul style="list-style-type: none"> - There WAS Evidence that Ibanda DLG had the position of a Senior Procurement Officer substantively filled under DSC Min. No. 65(S)/02/2018, Appointment Letter Dated 07/March/2018 and Referenced CR/D/156/1. - There WAS Evidence that Ibanda DLG had the position of Procurement Officer substantively filled under DSC Min. No. 50(a)/09/2013(1), Appointment Letter Dated 07/October/2013 and Referenced CR/D/156/1. | <p>2</p> |
| <p>The LG has in place the capacity to manage the procurement function</p> | <ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score | <p>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:</p> <ul style="list-style-type: none"> - Construction of 2 Stance Lined Pit Latrine at RUSHANGO Health Centre II under DDEG (IBAN/558/WRKS/2017- | <p>1</p> |

Maximum 4 points on this performance measure.

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2018/00007). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 08/September/2017. The TEC Members who signed on the Evaluation Report were: Senior Assistant Engineering Officer, Assistant Engineering Officer, Senior Accounts Assistant, Acting Treasurer and Assistant Procurement Officer.

- Construction of 2 Stance Pit Latrine at KAMIGAMBA P/S in Kikyenkye Sub county and BWENDA MARKET in Rukiri Sub county under DDEG (IBAN/558/WRKS/2017-2018/00004). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 07/December/2017. The TEC Members who signed on the Evaluation Report were: Senior Assistant Engineering Officer, Health Inspector and Procurement Officer.

- Rehabilitation of Kanywambogo Gravity Flow Scheme (GFS) in Kicuzi Sub county Phase I under DWSCG (IBAN/558/WRKS/2017-2018/00005). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 12/September/2017. The TEC Members who signed on the Evaluation Report were: District Education Officer, Assistant Engineering Officer, Senior Nursing Officer, Revenue Officer and Procurement Officer.

- Construction of a Mini Office Block at RWENKOBWA Town Council under Startup Fund (IBAN/558/WRKS/2017-2018/00010). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 07/May/2018. The TEC Members who signed on the Evaluation Report were: Accountant, Assistant Engineering Officer and Senior Procurement Officer.

- Construction of Rainwater Harvesting Ferro-Cement Tanks at Nkondo P/S in Igorora Town Council, Kyembogo P/S in Kijongo Sub county, Rugaaga Health Centre II and Bihembe P/S in Keihangara Sub-county, Kwerebera P/S and Nyamabare P/S in Kicuzi Sub-county under DDEG (IBAN/558/WRKS/2017-2018/00008). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 08/September/2017. The TEC Members who signed on the Evaluation Report were: Senior Assistant Engineering Officer, Assistant Engineering Officer, Treasurer, Senior Accounts Assistant and Assistant Procurement Officer.

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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"> Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 | <p>There WAS Evidence that Ibanda District 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"> - Construction of 2 Stance Lined Pit Latrine at RUSHANGO Health Centre II under DDEG (IBAN/558/WRKS/2017-2018/00007). DCC considered and endorsed recommendations of TEC during 2nd Meeting held on 15/September/2017 and attended by Senior Forestry Officer, Senior Community Development Officer, Senior Education Officer, Assistant Engineering Officer and Procurement Officer. - Construction of 2 Stance Pit Latrine at KAMIGAMBA P/S in Kikyenkye Sub county and BWENDA MARKET in Rukiri Sub county under DDEG (IBAN/558/WRKS/2017-2018/00004). DCC considered and endorsed recommendations of TEC during 4th Meeting held on 12/December/2017 and attended by Senior Forestry Officer, Senior Community Development Officer, Senior Education Officer, Assistant Engineering Officer, Planner and Procurement Officer. - Rehabilitation of Kanywambogo Gravity Flow Scheme (GFS) in Kicuzi Sub county Phase I under DWSCG (IBAN/558/WRKS/2017-2018/00005). DCC considered and endorsed recommendations of TEC during 2nd Meeting held on 15/September/2017 and attended by Senior Forestry Officer, Senior Community Development Officer, Senior Education Officer, Assistant Engineering Officer and Procurement Officer. - Construction of a Mini Office Block at RWENKOBWA Town Council under Startup Fund (IBAN/558/WRKS/2017-2018/00010). DCC considered and endorsed recommendations of TEC during 8th Meeting held on 08/May/2018 and attended by Senior Forestry Officer, Senior Community Development Officer, Assistant Engineering Officer, Planner and Senior Procurement Officer. - Construction of Rainwater Harvesting Ferro-Cement Tanks at Nkondo P/S in Igorora Town Council, Kyembogo P/S in Kijongo Sub county, Rugaaga Health Centre II and Bihembe P/S in Keihangara Sub-county, Kwerebera P/S and Nyamabare P/S in Kicuzi Sub-county under DDEG (IBAN/558/WRKS/2017-2018/00008). DCC considered and endorsed recommendations of TEC during 2nd Meeting held on 15/September/2017 and attended by Senior Forestry Officer, Senior Community Development Officer, Senior Education Officer, Assistant Engineering Officer and Procurement Officer. - Supply and Installation of Culverts for District Roads, Igorora and Rwenkobwa Town Councils under Uganda Road Fund (URF) (IBAN/558/WRKS/2018-2019/00004). DCC considered and endorsed recommendations of TEC during 3rd Meeting | <p>1</p> |
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| | | <p>held on 13/September/2018 and attended by Senior Forestry Officer, Senior Community Development Officer, Senior Education Officer, Assistant Engineering Officer, Planner and Senior Procurement Officer. DCC Minute: 029/CC/2018-2019.</p> <p>- Construction of 3 Stance Lined Pit Latrine at OMURUSORO Market in Kijongo Sub-county under DWSCG (IBAN/558/WRKS/2018-2019/00005). DCC considered and endorsed recommendations of TEC during 3rd Meeting held on 13/September/2018 and attended by Senior Forestry Officer, Senior Community Development Officer, Senior Education Officer, Assistant Engineering Officer, Planner and Senior Procurement Officer. DCC Minute: 032/CC/2018-2019.</p> <p>- Construction of KOGABE Gravity Flow Scheme (GFS) in Kicuzi Sub-county for 2 Financial Years under DWSCG (IBAN/558/WRKS/2018-2019/00001). DCC considered and endorsed recommendations of TEC during 3rd Meeting held on 13/September/2018 and attended by Senior Forestry Officer, Senior Community Development Officer, Senior Education Officer, Assistant Engineering Officer, Planner and Senior Procurement Officer. DCC Minute: 028/CC/2018-2019.</p> <p>- Construction of a 2 Classroom Block with an Office at RYABATENGA P/S in Kicuzi Sub-county under SFG (IBAN/558/WRKS/2018-2019/00003). DCC considered and endorsed recommendations of TEC during 3rd Meeting held on 13/September/2018 and attended by Senior Forestry Officer, Senior Community Development Officer, Senior Education Officer, Assistant Engineering Officer, Planner and Senior Procurement Officer. DCC Minute: 031/CC/2018-2019.</p> <p>- Construction of a 2 Classroom Block with an Office at MUZIZA P/S in Ishongororo Sub-county under SFG (IBAN/558/WRKS/2018-2019/00002). DCC considered and endorsed recommendations of TEC during 3rd Meeting held on 13/September/2018 and attended by Senior Forestry Officer, Senior Community Development Officer, Senior Education Officer, Assistant Engineering Officer, Planner and Senior Procurement Officer. DCC Minute: 030/CC/2018-2019.</p> | |
| <p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p> | <ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to | <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> <p>- Supply and Installation of Culverts for District Roads, Igorora and Rwenkobwa Town Councils under Uganda Road Fund (URF) (IBAN/558/WRKS/2018-2019/00004). (Page 36 – Ibanda DLG Approved Budget Estimates for 2018/2019 FY, Vote 558, Output 048104 Community Access Roads Maintenance, 228001 Maintenance – Civil AND was also indicated as No.3 on Page 1 (District Roads), No.75 on Page</p> | <p>2</p> |

the procurement plan) for

the previous FY: score 2

5 (Rwenkobwa Town Council), No.95 on Page 6 (Igorora Town Council) in Ibanda DLG Updated and Approved Procurement Plan for 2018/2019 FY, Submission Letter Dated 19/September/2018 and Referenced CR/D/207/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 20/September/2018, Received by MoFPED on 21/September/2018, Received by MoLG on 21/September/2018).

- Construction of 3 Stance Lined Pit Latrine at OMURUSORO Market in Kijongo Sub-county under DWSCG (IBAN/558/WRKS/2018-2019/00005). (Page 41 – Ibanda DLG Approved Budget Estimates for 2018/2019 FY, Vote 558, Output 098180 Construction of Public Latrines in RGCs, 312104 Other Structures AND was also indicated as No.11 on Page 1 in Ibanda DLG Updated and Approved Procurement Plan for 2018/2019 FY, Submission Letter Dated 19/September/2018 and Referenced CR/D/207/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 20/September/2018, Received by MoFPED on 21/September/2018, Received by MoLG on 21/September/2018).

- Construction of KOGABE Gravity Flow Scheme (GFS) in Kicuzi Sub-county for 2 Financial Years under DWSCG (IBAN/558/WRKS/2018-2019/00001). (Page 41 – Ibanda DLG Approved Budget Estimates for 2018/2019 FY, Vote 558, Output 098184 Construction of Piped Water Supply System, 312104 Other Structures AND was also indicated as No.10 on Page 1 in Ibanda DLG Updated and Approved Procurement Plan for 2018/2019 FY, Submission Letter Dated 19/September/2018 and Referenced CR/D/207/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 20/September/2018, Received by MoFPED on 21/September/2018, Received by MoLG on 21/September/2018).

- Construction of a 2 Classroom Block with an Office at RYABATENGA P/S in Kicuzi Sub-county under SFG (IBAN/558/WRKS/2018-2019/00003). (Pages 30 and 31 – Ibanda DLG Approved Budget Estimates for 2018/2019 FY, Vote 558, Output 078180 Classroom Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated as No.23 on Page 2 in Ibanda DLG Updated and Approved Procurement Plan for 2018/2019 FY, Submission Letter Dated 19/September/2018 and Referenced CR/D/207/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 20/September/2018, Received by MoFPED on 21/September/2018, Received by MoLG on 21/September/2018).

- Construction of a 2 Classroom Block with an Office at MUZIZA P/S in Ishongororo Sub-county under SFG (IBAN/558/WRKS/2018-2019/00002). (Pages 30 and 31 – Ibanda DLG Approved Budget Estimates for 2018/2019 FY, Vote 558, Output 078180 Classroom Construction and Rehabilitation, 312101 Non Residential Buildings AND was

also indicated as No.24 on Page 2 in Ibanda DLG Updated and Approved Procurement Plan for 2018/2019 FY, Submission Letter Dated 19/September/2018 and Referenced CR/D/207/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 20/September/2018, Received by MoFPED on 21/September/2018, Received by MoLG on 21/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):

- Rehabilitation of Kanywambogo Gravity Flow Scheme (GFS) in Kicuzi Sub county Phase I under DWSCG (IBAN/558/WRKS/2017-2018/00005). (Page 28 – Ibanda DLG Estimates of Revenue and Expenditure and Annual Work Plan for 2017/2018 FY, Vote 558, Output 098184 Construction of Piped Water Supply System, 312104 Other Structures AND was also indicated on Page 1 in Ibanda DLG Consolidated Procurement Plan for 2017/2018 FY, Submission Letter Dated 09/August/2017 and Referenced CR/D/207/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 18/August/2017, Received by MoFPED on 21/August/2017, Received by MoLG on 21/August/2017).

- Construction of Mortuary and 2 Stance Lined VIP Latrine at Ishongororo Health Centre IV under PHC (IBAN/558/WRKS/2017-2018/00010). (Page 17 – Ibanda DLG Estimates of Revenue and Expenditure and Annual Work Plan for 2017/2018 FY, Vote 558, Output 088175 Non Standard Service Delivery Capital, 312101 Non Residential Buildings AND was also indicated on Page 2 under Health in Ibanda DLG Consolidated Procurement Plan for 2017/2018 FY, Submission Letter Dated 09/August/2017 and Referenced CR/D/207/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 18/August/2017, Received by MoFPED on 21/August/2017, Received by MoLG on 21/August/2017).

- Construction of Maternity Ward at Ishongororo Health Centre IV under PHC (IBAN/558/WRKS/2017-2018/00009). (Page 17 – Ibanda DLG Estimates of Revenue and Expenditure and Annual Work Plan for 2017/2018 FY, Vote 558, Output 088182 Maternity Ward Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated on Page 2 under Health in Ibanda DLG Consolidated Procurement Plan for 2017/2018 FY, Submission Letter Dated 09/August/2017 and Referenced CR/D/207/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 18/August/2017, Received by MoFPED on 21/August/2017, Received by MoLG on 21/August/2017).

- Construction of 3 Stance Lined Pit Latrine at Saza Headquarters under DWSCG (IBAN/558/WRKS/2017-

2018/00003). (Page 28 – Ibanda DLG Estimates of Revenue and Expenditure and Annual Work Plan for 2017/2018 FY, Vote 558, Output 098182 Shallow Well Construction, 312104 Other Structures; Page 54 of LG Work Plan – Construction of Public Latrines in RGCs AND was also indicated on Page 1 under Water in Ibanda DLG Consolidated Procurement Plan for 2017/2018 FY, Submission Letter Dated 09/August/2017 and Referenced CR/D/207/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 18/August/2017, Received by MoFPED on 21/August/2017, Received by MoLG on 21/August/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 Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. ACTUAL Bid Preparation Dates were NOT available. The Assessor made a calculation based on the respective Dates of Approval and the respective Dates of Issue of Individual Bid Documents and found that 100% of Bid Documents for 2018/2019 FY were Approved and Issued BEFORE August 30, 2018. The Calculation made by the Assessor was based on the following Projects and the respective Dates on which the Projects Bid Documents were approved by Ibanda DLG Contracts Committee and the respective Dates on which the Projects Bid Documents were issued by PDU:

- Supply and Installation of Culverts for District Roads, Igorora and Rwenkobwa Town Councils under Uganda Road Fund (URF) (IBAN/558/WRKS/2018-2019/00004). Date of Approval of Bid Document by Ibanda DLG Contracts Committee: 10/August/2018, Min 008/CC/2018-2019. Date of Issue of Bid Document by PDU: 13/August/2018.

- Construction of 3 Stance Lined Pit Latrine at OMURUSORO Market in Kijongo Sub-county under DWSCG (IBAN/558/WRKS/2018-2019/00005). Date of Approval of Bid Document by Ibanda DLG Contracts Committee: 27/August/2018, Min 019/CC/2018-2019. Date of Issue of Bid Document by PDU: 28/August/2018.

- Construction of KOGABE Gravity Flow Scheme (GFS) in Kicuzi Sub-county for 2 Financial Years under DWSCG (IBAN/558/WRKS/2018-2019/00001). Date of Approval of Bid Document by Ibanda DLG Contracts Committee: 10/August/2018, Min 005/CC/2018-2019. Date of Issue of Bid Document by PDU: 13/August/2018.

- Construction of a 2 Classroom Block with an Office at RYABATENGA P/S in Kicuzi Sub-county under SFG (IBAN/558/WRKS/2018-2019/00003). Date of Approval of Bid Document by Ibanda DLG Contracts Committee: 10/August/2018, Min 007/CC/2018-2019. Date of Issue of Bid Document by PDU: 13/August/2018.

- Construction of a 2 Classroom Block with an Office at MUZIZA P/S in Ishongororo Sub-county under SFG (IBAN/558/WRKS/2018-2019/00002). Date of Approval of Bid Document by Ibanda DLG Contracts Committee: 10/August/2018, Min 006/CC/2018-2019. Date of Issue of Bid Document by PDU: 13/August/2018.

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

Maximum 6 points on this performance measure.

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

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:

- An Updated Contracts Register was seen by the Assessor at Ibanda DLG PDU with a Starting/Opening Procurement Entry Titled 'Fencing around the District Headquarters' Referenced 'IBAN/558/WRKS/2017-2018/00001', Contractor: M/S Byaahi Technical Services Limited P.O. Box 98 Ibanda, Contract Value: 55,462,943 UGX and an Ending/Closing Procurement Entry Titled 'Construction of 2 Stance Pit Latrine at KAMIGAMBA P/S in Kikyenkya Sub county and at BWENDA MARKET in Rukiri Sub county' Referenced 'IBAN/558/WRKS/2017-2018/00004', Contractor: KOSAIL Team Limited P.O. Box 180 Uganda, Contract Value: 17,983,200 UGX.
- Referenced and Completed Procurement Activity Files for all procurements were seen by the Assessor at the PDU.

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

Maximum 6 points on this performance measure.

• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.

For previous FY (2017/2018 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:

- Construction of 2 Stance Lined Pit Latrine at RUSHANGO Health Centre II under DDEG (IBAN/558/WRKS/2017-2018/00007). Contract Amount: 10, 884, 156 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 15/August/2017, Daily Monitor Newspaper, Page 36.

- Construction of 2 Stance Pit Latrine at KAMIGAMBA P/S in Kikyenkye Sub county and BWENDA MARKET in Rukiri Sub county under DDEG (IBAN/558/WRKS/2017-2018/00004). Contract Amount: 17, 983, 200 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 15/August/2017, Daily Monitor Newspaper, Page 36.

- Rehabilitation of Kanywambogo Gravity Flow Scheme (GFS) in Kicuzi Sub county Phase I under DWSCG (IBAN/558/WRKS/2017-2018/00005). Contract Amount: 18, 501, 810 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 15/August/2017, Daily Monitor Newspaper, Page 36.

- Construction of a Mini Office Block at RWENKOBWA Town Council under Startup Fund (IBAN/558/WRKS/2017-2018/00010). Contract Amount: 39, 600, 366 UGX. Verified Procurement Method – Selective Bidding. Letter of Invitation Dated: 16/April/2018, Referenced PDU, Signed by Head PDU/Secretary Contracts Committee.

- Construction of Rainwater Harvesting Ferro-Cement Tanks at Nkondo P/S in Igorora Town Council, Kyembogo P/S in Kijongo Sub county, Rugaaga Health Centre II and Bihembe P/S in Keihangara Sub-county, Kwerebera P/S and Nyamabare P/S in Kicuzi Sub-county under DDEG (IBAN/558/WRKS/2017-2018/00008). Contract Amount: 28, 532, 400 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 15/August/2017, Daily Monitor Newspaper, Page 36.

The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

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

for all projects based on technical supervision: score 2

There WAS 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 as exemplified by the following projects:

- Construction of 2 Stance Lined Pit Latrine at RUSHANGO Health Centre II under DDEG (IBAN/558/WRKS/2017-2018/00007). Payment Certificate No. 1 Dated 09/02/2018, Prepared by Assistant Engineering Officer.

- Construction of 2 Stance Pit Latrine at KAMIGAMBA P/S in Kikyenkya Sub county and BWENDA MARKET in Rukiri Sub county under DDEG (IBAN/558/WRKS/2017-2018/00004). Payment Certificate No. 1, Certified by Assistant Engineering Officer on 08/05/2018, Signed by District Engineer on 08/05/2018, Signed by Sub county Chief on 09/05/2018.

- Rehabilitation of Kanywambogo Gravity Flow Scheme (GFS) in Kicuzi Sub county Phase I under DWSCG (IBAN/558/WRKS/2017-2018/00005). Payment Certificate No. 1, Certified by Assistant Engineering Officer on 14/12/2017, Signed by District Water Officer on 14/12/2017, Approved by CAO on 11/01/2018.

- Construction of a Mini Office Block at RWENKOBWA Town Council under Startup Fund (IBAN/558/WRKS/2017-2018/00010). Payment Certificate No. 1, Certified by Assistant Engineering Officer on 18/06/2018, Approved by Accounting Officer (Town Clerk) on 18/06/2018.

- Construction of Rainwater Harvesting Ferro-Cement Tanks at Nkondo P/S in Igorora Town Council, Kyembogo P/S in Kijongo Sub county, Rugaaga Health Centre II and Bihembe P/S in Keihangara Sub-county, Kwerebera P/S and Nyamabare P/S in Kicuzi Sub-county under DDEG (IBAN/558/WRKS/2017-2018/00008). NKONDO P/S Payment Certificate, Certified by Assistant Engineering Officer on 18/04/2018, Approved by Accounting Officer on 18/04/2018; KYEMBOGO P/S Payment Certificate, Certified by Assistant Engineering Officer on 27/03/2018, Signed by District Engineer on 27/03/2018, Approved by Accounting Officer on 27/03/2018; RUGAAGA Health Centre II Payment Certificate, Certified by Assistant Engineering Officer on 27/03/2018, Signed by District Engineer on 27/03/2018, Approved by Accounting Officer on 29/03/2018.

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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"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 | <p>There was NO 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"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 | <p>Ibanda DLG is not yet on IFMIS and currently operates 18 bank accounts.</p> <p>As on the day of the assessment on 27/09/18 all the bank accounts were reconciled to the end of the year ended 30/06/2018.</p> <p>The reconciliations were however not up to date to 31/08/2018.</p> <p>The main reason given was that the District had just migrated to IFMIS (01/07/18) and was having a number of errors to resolve. In fact there were MoFPED staff at the district trying to help deal with some of these challenges at the time of this assessment.</p> | <p>0</p> |

The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

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

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

Ibanda DLG payments reviewed show that the district endeavoured to pay its suppliers within the 2 months limit. Terms and conditions of the LG's contracts with the different suppliers of goods and services duly considered.

Examples of the payments reviewed are:

Payment of Shs 202,500 to Kibec Co. Ltd for supply of meals to staff. Invoicing 20/06/18 and payment 23/06/18 (3 days).

Payment of Shs 165,000 to Mogas (U) Ltd for supply of fuel. Invoicing 29/05/18 and payment 08/06/18 (9 days).

Payment of Shs 570,000 to Skynet Investment Ltd for computer repairs. Invoicing 13/06/18 and payment 20/06/18 (7 days).

Payment of Shs 660,000 to Roma Services (U) Ltd for supply of assorted stationery. Invoicing 21/06/18 and payment 21/06/18 (0 days).

Payment of Shs 1,215,220 to Roma Services (U) Ltd for supply of assorted stationery. Invoicing 10/04/18 and payment 08/05/18 (28 days).

Payment of Shs 580,000 to Ibanda Sunny Hotel for supply of meals to staff. Invoicing 19/02/18 and payment 07/03/18 (18 days).

Payment of Shs 999,750 to Mukama Family Company Ltd for supply of fuel. Invoicing 06/03/18 and payment 13/03/18 (7 days).

Payment of Shs 2,100,000 to Monitor Publications Ltd for advertising space for district tenders. Invoicing 15/08/17 and payment 21/09/17 (1 month 6 days).

Payment of Shs 1,311,300 to Kibec Co. Ltd for supply of stationery to Admin department. Invoicing 05/03/18 and payment 21/03/18 (16 days).

Payment of Shs 999,600 to Mukama Family Company Ltd for supply of fuel to Admin department. Invoicing 03/10/17 and payment 16/10/17 (13 days).

Payment of Shs 180,350 to Roma Services Ltd for supply of assorted stationery. Invoicing 11/01/18 and payment 29/01/18 (18 days).

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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"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. | <ul style="list-style-type: none"> • Ibanda DLG Internal Audit department is headed by Katongole James in substantive capacity as Senior Internal Auditor. Per his appointment letter dated 03/02/15 (Ref. CR/D/160), he is a Senior Internal Auditor, as per DSC Minute No. 06(h)/01/2015(1). | <p>1</p> |
| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. | <ul style="list-style-type: none"> • The LG produced all the internal audit reports for the 4 quarters of FY 2017/18. Quarter 1 report is dated 31/10/17, quarter 2 dated 30/01/18, quarter 3 dated 27/04/18 and quarter 4 dated 30/07/18. | <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>Ibanda DLG internal audit reports did not contain a tracker of action on previous unresolved audit recommendations. Neither was any evidence seen to the effect that an alternative submission was made to LGPAC and Council on the status of implementation of previous audit recommendations.</p> | <p>0</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"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. | <p>FY 2017/18 Quarters 1-4 reports have receipt stamps confirming their delivery to CAO, LGPAC and Council. They were delivered on the following dates: Q1 on 31/10/17, Q2 on 30/01/18, Q3 on 30/04/18 and Q4 on 31/07/18.</p> <p>However, the LGPAC minutes seen did not give evidence that the LG's internal audit reports for FY 2017/18 have ever been discussed within PAC or/and forwarded to Council for discussion and action.</p> | <p>0</p> |
| <p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 | <p>The district has a manual assets register, but it is not formatted as required by the accounting manual.</p> <p>The manual also contains information on land, buildings, furniture and motor vehicles, but it's too brief, most of it lacks associated monetary values, depreciation information, ownership information etc. and its not updated as required by the accounting manual.</p> <p>The LG needs to have the assets valued and the register updated, even if this means using the going market rates for values. Some of the information can also be obtained from the mother district of Mbarara.</p> | <p>0</p> |
| <p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p> | <p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 | <p>The district had an unqualified audit opinion for its FY 2017/18 financial report.</p> | <p>4</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"> Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 | <p>There was evidence the LG Council met 4 times and discussed service delivery related issues as provided in the minutes below:</p> <p>Meeting held on 24th/5/2018 chaired by the speaker under min C/30/05/2018, on approval of district budget 2018/19</p> <p>The meeting dated 20th/9/2018 chaired by the speaker under min C/06/09/2018, on the establishment of a school at Rwenshambya secondary school.</p> <p>The meeting dated 27th/2/2018 chaired by the speaker under min C/21/02/2018, on council approval of AWP 2018/19</p> <p>The meeting dated 24th/5/2018 chaired by the speaker under Min C/27/05/2018, on the discussions of Committee reports and approving monitoring recommendation by sectoral committee</p> <p>There was no evidence from the order paper from the district speaker or minutes of council discussing LG/PAC reports and LG performance assessment reports.</p> | <p>0</p> |
| <p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p> | <ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1. | <p>There was Evidence the CAO in a letter dated 27th/4/2018 ref CR/D/156/1 designated Mrs Arinatwe Sylvia the office supervisor to manage Complaints/ grievances.</p> <p>A feedback report addressed to the TPC dated 25th/9/2018 and minute 23/DTPC/9/2018 by the complaints officer was seen regarding complaints on public latrines.</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"> • The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 | <p>There was evidence on the notice board at the administration block entrance, directing the public to who manages complaints at the LG.</p> <p>A complaints box had been placed at the entrance of the administration block.</p> <p>A complaints register had been established by the LG to coordinate complaints and feedback from departments.</p> | <p>1</p> |
| <p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p> | <p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 | <p>There was evidence on the notice board at the administration block on display of Salaries and pensioner payroll for September with 1316 active staff and 170 pensioners by the HRO.</p> | <p>2</p> |
| <p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p> | <ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. | <p>There was evidence of Displays of best evaluated bidders notices and the procurement plan at the general notice board by the HPDU,</p> <ul style="list-style-type: none"> - Supply and installation of culverts for Rushango TC display date was 13th/9/2018 and removal date 27th/09/2018 - Construction of a 2 classroom block at Muzizi PS display date was 13th/9/2018 and removal 27th/9/2018 | <p>1</p> |
| <p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p> | <ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. | <p>There was evidence that performance assessment results and implications were displayed on the notice board at the general notice board by the planner.</p> | <p>1</p> |

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| <p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 | <p>There was evidence of communication by CAO on DDEG guidelines to LLGs in a TPC meeting dated 14th/2/2018 min 67/TPC/2/2018 and a distribution communication by CAO of the guidelines dated 10th/10/2017 ref CR/D/156/1</p> <p>The planner had disseminated the budget call circular in a TPC meeting dated 5th /10/2017 min 31/TPC/10/2017(a). A letter on the budget call had been issued by the HoF dated 5th/10/2017 ref FIN/D/213/2 addressed to TPC, Town clerks and S/Chiefs.</p> | <p>1</p> |
| <p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. | <p>There was evidence of a report dated 15th/3/2018 by the principle planner on the conduct of community dialogue meetings on nutrition and early childhood development addressed to the CAO.</p> <ul style="list-style-type: none"> - A radio talk show report dated 17th /10/2017 on radio Rwenzori FM on the Nutrition by planner was seen - A budget conference report dated 13th/11/2017 by the statistician to CAO was seen. | <p>1</p> |
| <p>Social and environmental safeguards</p> | | | |

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

Maximum 4 points on this performance measure.

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

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 Ibanda DLG Report on Departmental Staff Planning Meeting held on 24/August/2017 in the Water Boardroom that had a Presentation on Project Concept on Gender Based Violence (GBV) Management indicated as Min 09/CBS/08/2017 on Page 6 of the Meeting Report. The report was endorsed by Community Development Officer as Secretary and Acting District Community Development Officer as Chairperson.

- The Assessor saw Ibanda DLG Report on District Technical Planning Committee Meeting held on 19/12/2017 in the District Council Hall that had a Presentation on Management of Gender Based Violence in Ibanda District indicated as Min 52/TPC/12/2017 on Page 3 of the Meeting Report. The Presentation was prepared and delivered by District Community Development Officer.

- The Assessor saw Ibanda DLG Correspondence on Dissemination of Guidelines on Gender, Hygiene and Sanitation in Schools Dated 20/September/2017 and Referenced CBS/D/123, Addressed to Head Teachers. The Correspondence was written by Acting District Community Development Officer/Gender Focal Person and had an Acknowledgement of Receipt of Guidelines on Gender, Hygiene, Sanitation and Environment in Schools.

- The Assessor saw Ibanda DLG Report on the Stakeholder Engagement Meeting on the Management of Gender Based Violence that was held on 14/March/2018 in the District Water Boardroom. The Report was compiled by Acting District Community Development Officer on 28/June/2018.

- The Assessor saw Ibanda DLG Report on the International Women Day Celebration that was held on 15/March/2018 for Ibanda District. The Report was written by Acting Community Development Officer.

- The Assessor saw Ibanda DLG Community Based Services Department Work Plan for 2017/2018 FY, Pages 1 – 7, Quarterly Work Plan for the 4 Quarters. Gender Mainstreaming was indicated on Pages 2 – 3 and comprised 2 Gender Awareness Creation Meetings.

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

Maximum 4 points on this performance measure.

• Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability

and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2.

- There WAS Evidence that gender focal point had planned activities for current FY (2018/2019 FY) to strengthen women's roles. The Assessor saw Ibanda DLG Work Plan for 2018/2019 FY Vote 558 with the following planned activities under Community Based Services Department Section on Pages 79 – 83: Output 108107 Gender Mainstreaming: Awareness Creation on Gender; Training; Women Groups Selected, Appraised and Supported with Funds to do projects of their choice (1,000,000 UGX – Sector Conditional Grant, Page 79); Output 108109 Support to Youth Councils: Skills Enhancement Training; Mobilization; Sensitization (3,832,000 UGX - Sector Conditional Grant, Page 82); Output 108110 Support to Disabled and the Elderly: Skills Enhancement Training; Meetings; Financial Support to PWDs Groups (9,676,000 UGX - Sector Conditional Grant, Page 82); Output 108114 Representation on Women Councils: Meetings of Women Executives; Support to District Women Council Executive Committees Meetings and Activities (3,832,000 UGX - Sector Conditional Grant, Page 83).

- 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 76.8% Level according to computation based on validated Expenditure Vouchers that were retrieved from the Accounts Department by the Gender Focal Point Person.

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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"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 | <p>There WAS Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw a completed Environmental and Social Screening Form (ESSF) for Fencing around the District Headquarters Dated 18/October/2017, Signed by Environmental Officer; Signed by District Community Development Officer. - The Assessor saw a completed Environmental and Social Screening Form (ESSF) for Construction of 2 Stance Lined Pit Latrine at Rushango Health Centre II Dated 02/November/2017, Signed by Environmental Officer; Signed by District Community Development Officer. - The Assessor saw a completed Environmental and Social Screening Form (ESSF) for Construction of Maternity Ward at Ishongororo Health Centre IV Dated 13/March/2018, Signed by Environmental Officer; Signed by District Community Development Officer. - The Assessor saw a completed Environmental and Social Screening Form (ESSF) for Construction of Mortuary and 2 Stance Lined VIP Latrine at Ishongororo Health Centre IV Dated 10/November/2017, Signed by District Environmental Officer; Signed by District Community Development Officer. - The Assessor saw a completed Environmental and Social Screening Form (ESSF) for Rehabilitation of Kanywambogo Gravity Flow Scheme (GFS) Dated 23/August/2017, Signed by District Environmental Officer; Signed by District Community Development Officer. - The Assessor saw a completed Environmental and Social Screening Form (ESSF) for Construction of 3 Stance Lined Pit Latrine at Saza Headquarters Dated 26/September/2017, Signed by District Environmental Officer; Signed by District Community Development Officer. | <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"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 | <p>There WAS Evidence that the LG integrated environmental and social management plans in the contract bid documents as exemplified by the following:</p> <ul style="list-style-type: none"> - Construction of 2 Stance Pit Latrine at KAMIGAMBA P/S in Kikyenkye Sub county and BWENDA MARKET in Rukiri Sub county under DDEG (IBAN/558/WRKS/2017-2018/00004). Environmental and Social Mitigation Measures Budget (50,000 UGX) was indicated on Page 1 of 1 in Bill No.1 of the Bill of Quantities. - Construction of a Mini Office Block at RWENKOBWA Town Council under Startup Fund (IBAN/558/WRKS/2017-2018/00010). Environmental and Social Mitigation Measures Budget (200,000 UGX) was indicated in the Bill of Quantities Dated 02/May/2018, Signed by Contractor, Signed by CAO. - Construction of Mortuary and 2 Stance Lined VIP Latrine at Ishongororo Health Centre IV under PHC (IBAN/558/WRKS/2017-2018/00010). Environmental and Social Mitigation Measures Budget (500,000 UGX) was indicated in Bill No.1 of the Bill of Quantities, Signed by Contractor. - Construction of Maternity Ward at Ishongororo Health Centre IV under PHC (IBAN/558/WRKS/2017-2018/00009). Environmental and Social Mitigation Measures Budget (500,000 UGX) was indicated on Page 1 of 1 in Bill No.1 of the Bill of Quantities Dated 23/January/2018. - Construction of 3 Stance Lined Pit Latrine at Saza Headquarters under DWSCG (IBAN/558/WRKS/2017-2018/00003). Environmental and Social Mitigation Measures Budget (100,000 UGX) was indicated in the Bill of Quantities Dated 04/September/2017. | |
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LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1

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:

- The Assessor saw a Land Title for a Local Forest Reserve proposed for de-gazettement to pave way for Town Expansion with the following details: LWIB/0202, Certificate of Title, Freehold Register, Volume MBR 288, Folio 15, Block (Road) 27, Plot 373 at Ibanda Cell – Bufunda Ward, Dated 15/June/2016, Ibanda County, Ibanda District, 1.4400 Ha.

- The Assessor saw a Village Application Form for a Water Source for Kagorogoro Village, Kicuzi Parish, Kicuzi Sub-county Consenting to offer Land (30x30) Meters for a Gravity Flow Scheme, Signed by LC I Chairperson on 09/08/2017, Signed by Land Owner, Signed by Witnesses, Signed by Kicuzi Sub county Chief on 13/October/2017, Signed by District Water Officer on 24/October/2017.

- The Assessor saw a Village Application Form for a Water Source for Kogabe LC I in Kicuzi Sub-county Consenting to offer Land (30x30) Meters for a Gravity Flow Scheme, Signed by LC I Chairperson on 16/09/2017, Signed by Land Owner on 16/09/2017, Signed by Witnesses on 16/09/2017, Signed by Kicuzi Sub county Chief on 13/October/2017, Signed by District Water Officer on 24/October/2017.

- The Assessor saw a Village Application Form for a Water Source for Kibingo LC I in Kanywambogo Parish in Kicuzi Sub-county Consenting to offer Land (30x30) Meters for a Gravity Flow Scheme, Signed by LC I Chairperson on 07/08/2016, Signed by Land Owner on 07/08/2016, Signed by Witnesses on 07/08/2016, Signed by Kicuzi Sub county Chief on 12/November/2016, Verified by District Water Officer on 28/November/2016.

- The Assessor saw a Village Application Form for a Water Source for Katwe I LC I in Kashozi Village in Ishongororo Parish Consenting to offer Land (30x30) Meters for a Gravity Flow Scheme, Signed by LC I Chairperson on 30/September/2016, Signed by Land Owner on 30/September/2016, Signed by Witnesses on 30/September/2016, Signed by Sub county Chief on 08/October/2016, Verified by District Water Officer.

- The Assessor saw a Village Application Form for a Water Source for Mushunga I, II, III and Rwebirago Consenting to offer Land (30x30) Meters for a Gravity Flow Scheme, Signed by LC I Chairperson on 01/06/2015, Signed by Land Owner on 01/06/2015, Signed by Witnesses on 01/06/2015, Signed by LC II Chairperson in October 2015, Signed by Sub county Chief on 18/06/2015, Verified by District Water Officer.

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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"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 | <p>There WAS Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Environmental and Social Mitigation Certification Form (ESMCF) for Construction of Commercial Building at Saza Headquarters Dated 19/10/2017, Environmental and Social Mitigation Measures Budget 500,000 UGX, Signed by Environmental Officer, Signed by District Community Development Officer. - The Assessor saw Environmental and Social Mitigation Certification Form (ESMCF) for Construction of 3 Stance Lined Pit Latrine at Saza Headquarters Dated 05/02/2018, Environmental and Social Mitigation Measures Budget 100,000 UGX, Signed by Environmental Officer, Signed by District Community Development Officer. - The Assessor saw Environmental and Social Mitigation Certification Form (ESMCF) for Fencing around the District Headquarters Offices Dated 26/02/2018, Environmental and Social Mitigation Measures Budget 200,000 UGX, Signed by Environmental Officer, Signed by District Community Development Officer. - The Assessor saw Environmental and Social Mitigation Certification Form (ESMCF) for Rehabilitation of Kanywambogo Gravity Flow Scheme (GFS) in Kicuzi Sub county Dated 12/12/2017, Environmental and Social Mitigation Measures Budget 1,500,000 UGX, Signed by Environmental Officer, Signed by District Community Development Officer. | <p>1</p> |
| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 | <p>There was NO Evidence that Contract Payment Certificates included prior environmental and social clearance.</p> | <p>0</p> |

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1

There WAS Evidence that Environmental Officer and CDO Monthly Report included a) completed checklists b) deviations observed with pictures c) corrective actions taken as exemplified by the following:

- The Assessor saw a Correspondence Addressed to CAO Dated 17/April/2018, Referenced NR/D/550; Subject: Failure to Implement the Required Environment Mitigation Measures by the Contractor. The Correspondence referred to Non Compliance of the Contractor who undertook Construction of Mortuary and 2 Stance Lined VIP Latrine at Ishongororo Health Centre IV under PHC (IBAN/558/WRKS/2017-2018/00010) to fulfill Environmental and Social Mitigation Measures contained in the Bill of Quantities. The Correspondence, Signed by Environmental Officer and Signed by District Community Development Officer, had Photographs showing aspects of Non Compliance noted and contained recommendations addressed to the Contractor to rectify the deviations and to fulfill Environmental and Social Mitigation Measures contained in the Bill of Quantities and was copied to District Natural Resources Officer, District Engineer, District Health Officer, and Procurement Officer.

- The Assessor saw a Correspondence Addressed to CAO Dated 30/January/2018, Referenced NR/D/550; Subject: Environment Inspection Report for Construction of a 3 Stance Lined VIP Latrine at Saza Headquarters. The Correspondence, Signed by Environmental Officer and Signed by District Community Development Officer, had Photographs showing aspects of Non Compliance noted and contained recommendations addressed to the Contractor to rectify the deviations and to fulfill Environmental and Social Mitigation Measures contained in the Bill of Quantities.

- The Assessor saw a Correspondence Addressed to CAO Dated 09/February/2018, Referenced NR/D/550; Subject: Environment Inspection Report for Fencing around the District Headquarters Offices. The Correspondence, Signed by Environmental Officer and Signed by District Community Development Officer, had Photographs showing aspects of Non Compliance noted and contained recommendations addressed to the Contractor to rectify the deviations and to fulfill Environmental and Social Mitigation Measures contained in the Bill of Quantities and was copied to District Natural Resources Officer, District Engineer, and Procurement Officer.

- The Assessor saw a Correspondence Addressed to CAO Dated 10/October/2017, Referenced NR/D/550; Subject: Environment Inspection Report for Construction of Commercial Building at Saza Headquarters. The Correspondence, Signed by Environmental Officer and Signed by District Community Development Officer, had Photographs showing aspects of Non Compliance noted and contained recommendations addressed to the Contractor to rectify the deviations and to fulfill Environmental and Social Mitigation Measures contained in the Bill of Quantities and

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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> | <ul style="list-style-type: none"> • Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 | <p>The LG budgeted for a Head teacher and a minimum of 7 teachers for FY 2018/19 to the tune of 5,278,868,714/= for the 778 teachers in the 82 public schools as per Performance contract CR/D/103/2 dated 22/7/2018.</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> | <ul style="list-style-type: none"> • Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 | <p>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. In visited schools, at Katengyeto P.S there was 1 Head teacher and 9 teachers for the 565 pupils. In Nyamarebe P.S, there was a Head teacher and 12 teachers for the 651 pupils. Katungu P.S had a Head teacher and 9 teachers for the 612 pupils while Omwitagi P.S had a Head teacher and 7 teachers for the 433 pupils.</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"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 | <p>The LG has filled the structure for primary teachers with a wage provision by 768 teachers out of the 778 teachers representing 98% 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"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 | <p>The LG has endeavoured to substantively fill the positions of school inspectors as per staff structure of 3. There is 1 Inspector; Peter Nsiimire in place, and an internal advert dated 23/3/2018 was availed as evidence to fill the two vacant posts.</p> | <p>6</p> |
| <p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p> | <p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 | <p>The LG has submitted a recruitment plan to HRM for the current FY to fill positions of the following; 5 Head teachers, 15 Deputy Head teachers, and 10 Education Assistants as per letter EDU/D/156 dated 5/7/2018</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"> • School Inspectors: score 2 | <p>The LG has submitted a recruitment plan to HRM for the current FY to fill position of 1 Inspector as per letter EDU/D/156 dated 5/7/2018. There were efforts to promote the current Inspector to position of Senior Inspector and add 1 additional Inspector in a revised recruitment plan.</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"> • 100% school inspectors: score 3 | <ul style="list-style-type: none"> • The district has one inspector of schools, who was appraised. File no CR/D/10576 on 28/07/2018. | <p>3</p> |
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| <p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p> | <p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 | <ul style="list-style-type: none"> • A sample of 40 primary school head teachers was taken and all had been appraised • TWESIGYE JOHN BAPTIST RWENGWE II PS ON 29/12/17 • MUHWEZI GRATIAN, RWOMUHORO PS ON 16/11/17 • TWEBAZE JOSEPH, BIHEMBE PS ON 29/12/17 • SANYU HUDSON, KEIHANGAARA PS ON 29/12/17 • MWEBAZE LEOVITO KYARUKUMBA PS ON 29TH/12/17 • JOSHUA RUKIRIZA BWAHAI PS ON 29/12/17 • BOONA INEAH KANONI II PS ON 12/12/17 • KAMUGISHA ADRIAN MABONWA CATH. PS ON 14/II/2017 • NDABAHWERIZE JOSEPH, NTUNGAMO PS ON 29/12/17 • MURAMUZI GODFREY BIRONGO FULL GOSPEL PS ON 1/12/17 <p>These among the fourty</p> | <p>3</p> |
| <p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 | <p>The LG has not communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools. The LG had received the circular on Malaria No. 03/2018 of 9/4/2018., The School calendar dated 2/10/2017 ref ADM/235/296/01 and the one on performing arts were not on file and had not been communicated. Photocopies of the school calendar and stop malaria circulars in visited schools were not yet filed in circulars files and were signs of just having received them.school calendar and stop malaria circulars in visited schools were not yet filed in circulars files and were signs of just having received them.</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"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 | <p>The LG held meeting for Head teachers on 28/8/2017 under Min 2 of August 2018 and among others explained and sensitized teachers on the guidelines, policies, circulars issued by the national level. 56 Head teachers were in attendance.</p> | <p>2</p> |
| <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"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. | <p>All private and public schools have been visited at least once per term and reports produced. In Term 3 of 2017, 82 public schools and 57 private schools had been visited. In term 1 of 2018, 82 public schools and 48 private schools were visited, while in term 2 of 2018, 82 public and 58 private schools were visited. During term 1 of 2018 there were less private schools (48) operating instead of the current 49 schools implying all private schools had been visited. In visited schools all schools had been visited at least once per term as follows; Katengyeto was inspected 3/7/2017, 24/11/2017, 3/4/2018, and 19/7/2018 and inspection reports produced. Nyamarebe was inspected on 31/7/2018, 3/7/3018, 3/7/2017, 2/11/2017, and 4/4/2018. Katungu was inspected on 29/6/2017, 9/7/2018, 13/10/2017, and 16/3/2018. Omwitaagi had been inspected on 9/8/2018, 20/6/2018, 22/9/2017, and 19/3/2018</p> | <p>12</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"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 | <p>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 meetings held on 7/12/2017 under Min 5/DM7/2017 lack of lesson plans by Hebert Nachon of Ishongororo P.S and repeated absenteeism of Judias Byaruhanga of Omwitaagi P.S were discussed and corrective action taken on 26/6/2018.</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"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 | <p>Acknowledgement letters from DES were available at the Department as evidence of submission of inspection reports to DES and they were dated 21/9/2018 for Term 2, 3/7/2018 for Term 1, and Term 3, as well as 1/12/2017 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"> • Evidence that the inspection recommendations are followed- up: score 4. | <p>There is evidence that Inspection recommendations are followed up from Head teachers met at visited schools as follows;</p> <p>Katengyeto – tree planting, UPE displays, talking compound, First Aid Box, and Head teacher’s support supervision</p> <p>Nyamarebe – schemes of work, remedial teaching, planting of trees, and sensitisation of parents on government programmes</p> <p>Katungu – renovations of latrines, boys urinals, flower gardens, daily attendance, and a gate-keeper</p> <p>Omwitaagi– feeding of pupils, tree planting, and curbing of absenteeism by teachers and pupils</p> | 4 |
| <p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 | <p>The LG has not submitted accurate / consistent data pertaining to list of schools in the district. The LG has 131 schools (82 public and 49 private) while EMIS data indicates a total of 112 schools. This discrepancy is a result of MoES using 2017 data which included private schools that were closed in 2018.</p> | 0 |
| <p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p> | <p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 | <p>The LG had not submitted accurate/consistent enrolment data. The LG has a total of 44,943 pupils while EMIS data indicates a total of 42,390</p> | 0 |

Governance, oversight, transparency and accountability

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| <p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 | <p>The DEO presented to the Education sector committee his report on 19/2/2018 under Min 12/SoS/02/2018 where inspection and monitoring status, PLE exam results, appraisal of teachers, and report on procurement of double cabin pick-up were discussed.</p> | <p>2</p> |
| <p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 | <p>There is evidence that in the Education sector committee on 29/8/2017 under Min C/05/8/20177 sought approval on closure of illegal private schools, and consideration of Ryabiju community school for grant aiding.</p> <p>The Departments Work Plan and budget were approved on 25/5/2018 under Min C/27/05/2018.</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"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 | <p>There was evidence of functional SMCs of school files at the DEOs office wheret 71 out of 82 public schools had held SMC meetings and submitted their SMC minutes to the DEO’s office. In visited schools;</p> <p>Katengyeto P.S had held SMC meetings on 10/8/2018, 5/5/2018, 15/2/2018, and 8/12/2017</p> <p>Nyamarebe P.S had held meetings on 28/9/2018, 22/6/2018 and 23/2/2018.</p> <p>Katungu P.S had held SMC meetings on 29/9/2018, 7/6/2018 and 5/4/2018.</p> <p>Omwitaagi – had SMC meetings on 16/7/2018, 22/2/2018, and 24/8/2017.</p> | <p>3</p> |
| <p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p> | <p>The LG has publicised all schools receiving non-wage recurrent grants through posting on the main LG notice board and the Department’s notice board. In visited schools, Katengyeto P.S had the non-wage recurrent grants for Term 2 2018 of 1,762,852/= displayed in Head teachers office. In Nyamarebe P.S the non-wage recurrent grants were displayed in the Head teachers office. 2,292,667/= had been received or Term 3. In Katungu P.S the non-wage recurrent grants were displayed in the General office. 2,303,333/= had been received for Term 3. In Omwitaagii, the non-wage recurrent grant was displayed in the Head teacher’s office and staff room. 1,474,000/= had been received for Term 3.</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"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 | <p>The sector had submitted procurement input to Procurement Unit covering all investment items in the approved Sector annual work plan and budget by April 30th. The Plan submitted on 27/2/2017 and included procurement of a double cabin pick-up truck only.</p> | <p>4</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"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. | <p>Ibanda DLG Education department did not have any certified payments 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"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 | <p>The annual performance report for the previous FY was submitted to the Planner for consolidation on 9/7/2018 as per District Planner's stamp.</p> | <p>4</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"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 | <p>Ibanda DLG 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 Shs 7,077,800 which was unaccounted for by two staff. This query was later cleared.</p> <p>Quarter 2 report had a query on Shs 75,610,000 unaccounted for. It further raised queries on cash controls and delays in submission of tax returns. The same report raised miscellaneous queries on Mutukura P/S, Keihangara P/S, Kihani P/S and Kijongo P/S, which were still outstanding by the end of the year.</p> <p>Quarter 3 report raised miscellaneous queries on some schools: St Anne S.S, Mwamba S.S and Ishongororo High School. Queries included understaffing, poor budgetary controls, unauthorised/excess expenditure, etc.</p> <p>Quarter 4 report raised queries on Rwenkobwa S.S, Nyamarebe Seed School, Ryabatenga S.S, Rwenbogo II P/S and Nyamarebe P/S. The queries were outstanding by the close of the quarter.</p> | |
| Social and environmental safeguards | | | |

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| <p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 | <p>The LG Education department had disseminated guidelines on gender in a Head teachers meeting held on 20/9/2017. 62 teachers were in attendance and signed for circular titled “Gender, Hygiene, and Sanitation in schools”.</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"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 | <p>The LG Education department had disseminated guidelines on sanitation in a Head teachers meeting held on 20/9/2017. 62 teachers were in attendance and signed for circular titled “Gender, Hygiene, and Sanitation in schools”.</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"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 | <p>The SMCs meet the guideline on gender composition. In visited schools the following females were on the SMCs representing the Foundation body as follows:-</p> <p>Katengyeto – Adera Gumisiriza and Sylvia Tumugabirwe</p> <p>Nyamarebe – Edisa Kasigazi and Dinah Twinomugisha</p> <p>Katungu – Eunice Sanyu, Harriet Tumwebaze, and Ansiila Zirimu</p> <p>Omittaagii – Peace Tumuheirwe and Faust Kobusingye</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"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: | <p>The LG Education department in collaboration with Environment department has issued guidelines on environment management in Head teachers meetings held on 28/2/2017 and 71 Head teachers attended the meeting. The Environment Officer had issued guidelines in letter dated 15/8/2017.</p> <p>In visited schools, there is tree planting, an environment club and a dustbin on each classroom door and two compost pits. At Nyamarebe, there is tree planting, a banana plantation, and 2 compost pits. In Katungu, there is tree planting, an environment club, and 3 compost pits, while at Omwitaaii there is tree planting, an environment club, and a compost pit.</p> | <p>1</p> |
| <p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 | <p>School infrastructure projects have been screened before approval for construction as per Environment Officer's Environment and Social Safeguard Management Plan Report dated 11/5/2018 for a block of 3 classrooms at Munyonyi P.S for screening conducted on 28/11/2017, and a report dated 19/5/2018 on a 2-stance VIP latrine at Kisenyi P.S for a screening meeting conducted on 26/4/2018. screening report of 13/8/20118 for visit conducted on 7/8/2018 for 2-classroom blocks art Ryabaatenga and Muziza primary schools.</p> | <p>1</p> |
| <p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 | <p>The Environment Officer and Community Development Officer have visited the sites to check whether mitigation plans are complied with as per site visit report of 8/2/2017 for Bwaha II, Irimya, and Ryabaatenga for the previous year. There were no construction projects in 2017/18.</p> | <p>1</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"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 | <ul style="list-style-type: none"> • The LG has filled all the 179 out of the 207 positions (86.4%) provided for in the Wage Bill of 2018/2019. • Examined are the following Sources of information; Health department staff establishment list report as at the 31st August 2018, the approved structure from Ministry of Public Service (MOPS) and the revised wage bill estimates circular (Ref. HRM 155/222/02, Annex 1B page 2 of 4) from PSST/MOFPED (authored by Kenneth Mugambe) dated 20th March 2018 amounting to UGX.1, 631,035,252 provided for the 179 staff positions filled. | 8 |
| <p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p> | <p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p> | <ul style="list-style-type: none"> • The department submitted a Recruitment Plan to the CAO authored by Dr. Bamwine Julius (DHO) dated the 30th July 2018 referenced H/D/156/1 included in the district recruitment plan having 28 positions(1 senior medical officer, 2 laboratory technicians, 10 enrolled nurses, 1 anaesthetic officer, 2 nursing officer, 10 enrolled mid wives,& 2 clinical officers) for health authored by CAO to the PS/MoPS dated 25/9/2018 reference CR/D/156/1. | 6 |
| <p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> | <p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 | <ul style="list-style-type: none"> • The district has 1 H/C IV, the in charge was appraised on 28th June 2018 ref CR/D/10519. • 4 H/C III the in charges were appraised i.e. CR/D/10283, CR/D/10464, CR/D/10293, AND CR/D/10644. • 20 H/C II • DR. BIRUNGI WILSON, ISHONGORORO HCIV. • MR. BAGUMA DAMANZO, KIKYENKYE HCIII | 8 |

Maximum 8 points for
this performance
measure

- MR TURATUNGA YOWERI, KANYWAMBOGO HCIII.
- MR. KAMUGISHA STARKO, RUKIRI HCIII
- MR.KAJUNGU TOM, NYAMAREBE HCIII
- MR. TUGUME PAUL RWENKOBWA HCIII
- TUKAMUSHABA ENID BWAHA HC II
- MS.ASIIMWE CHRISTINE KIGUNGA HCII
- MS. AHUMUZA FLORENCE NYARUKIKA HCII
- TUMUSIMIRWE SALIPO KATEMBE HCII
- KUNIHIREMU REGINA MABONMWA HCII
- HANNINGTON MPASHA HCII
- AHIMBISIBWE ASAPH KICUZI HCII
- MR.SAMUEL BAKER IRIMYA HCII
- AHIMBISIBWE CATHERINE BIRONGO HCII
- NSASIRWE IMMACULATE RWESHAMBYA HCII
- KOMUHANGI IMMACULATE RWENGWE HCII
- NUWEBEINE SHALLON KIHANI HCII
- AYEBAZIBWE FELIX KAKINGA HCII
- KYARISIIMA SCOLA KIBUBWARA PRISON HCII
- TWESHEMEREIRWE PHIONA KASHOZI HCII
- MUHEEBWA CHARLES BIHANGA HCII
- LFT BYAMUGISHA HENRY BIHANGA ARMY HCII
- SEKAZOBA JEREMIAH RUSHANGO HC II
- NINSIIMA MARY IRENE KIJONGO HCII
- KYOSABIRE FRIDA RUGAAGA HCII

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| <p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 | <ul style="list-style-type: none"> The department deployed staff as per the list submitted and this was consistent with the staff found at the health units visited. Evidenced from the staff posting list as of 30th July 2018 and verification of the staffing at the health facilities of: <ul style="list-style-type: none"> KIKYENKYE HCIII, RWENGWE HCII, ISHONGORORO HCIV, KAKINGA HCI & KASHOZI HCII visited on the 27th September 2018. The posting were as follows: <ul style="list-style-type: none"> KIKYENKYE HCIII 21 RWENGWE HCII 2 ISHONGORORO HCIV 43 KAKINGA HCII 2 KASHOZI HCII 3 The posting list at the DHO's office corresponded to the staff at the Health Centres visited as per the daily monthly wage/attendance registers and duty Rosters and head counts for those present on duty. | 4 |
| Monitoring and Supervision | | | |
| <p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 | <ul style="list-style-type: none"> There was no evidence that the DHO ever communicated and distributed two of the Guidelines from the MOH (The Ministry of Health Guidelines for Local Government Planning process-Health Sector Supplement-2017 & Ministry of Health, Policy Strategies for improving health Service Delivery 2016-2021) with allegations that they had not received them from the Ministry as observed in other LGs. Only the copy of Sector Grant and Budget Guidelines to LGs was distributed to Health facilities as seen in all the Five (5) health units visited and a distribution list to all the 23 health facilities dated the 14/6/2018. | 0 |

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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"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 | <ul style="list-style-type: none"> The DHO held meetings with In-Charges on the 22/12/2017, 22/9/2017, 21/06/2018 and 25/1/2018. However, there was no evidence that any guidelines, policies & circulars were explained to the Health Unit In-Charges especially this particular three circulars & 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 & Ministry of Health , Policy Strategies for improving health Service Delivery 2016/2021) | 0 |
| <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"> The DHT supervised the only HCIV (ISHOGORORO CIV) on 8/9/2017, 7/12/2017, 26/2/2018 & 7/6/2018 (done by DR. BAMWINE JULIUS, BENDE HOPE, KYOMUHENDO JULIET, NIMWESIGA CHRISTINE, NAMANDE CAROLINE, MUGISHA VINCENT among others). Evidence was the support supervision log book of the RUGAZI HCIV examined on the 1st October 2018 at the Health Unit. | 3 |
| <p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p> | <p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> If 100% supervised: score 3 80 - 99% of the health facilities: score 2 60% - 79% of the health facilities: score 1 Less than 60% of the health facilities: score 0 | <ul style="list-style-type: none"> There was evidence that ISHONGORORO & RUHOKO HCIVs (the rank of HSD) did supervise the lower health units. This was evidenced by the supervision log books for Kakinga HCII which was supervised on the 4/9/2017, 21/12/2017, 18/5/2018 & 10/4/2018; KASHOZI HCII was supervised on the 11/4/2018, 21/12/2017, & 14/9/2017 & KIKYENKYE HCIII supervised by RUHOKO HCIV (done by KIVUMBI SAMUEL). This was evidenced by the support supervision reports of ISHONGORORO HCIV dated the 29/6/2018, 29/9/2017, 29/3/2018 & 29/12/2017 authored by DR. BIRUNGI WILSON, ATUSASIRE GAUDDY, MUJUNI EDSON & KANYESIGYE HELLEN. | 2 |

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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"> Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 | <ul style="list-style-type: none"> The support supervision reports were discussed in meetings with Health Unit staff, meetings with In-Charges. The evidence was the examined minutes of meetings with In-Charges dated the 22/9/2017 & 22/12/2017 where discussions were done and way forwards agreed. | 4 |
| <p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 | <ul style="list-style-type: none"> The comments on the supervision log books examined in the Health Units visited showed recommendations made by the DHT and HSD supervisors. There was evidence that the recommendations were followed up and specific activities undertaken for correction as evidenced in the meetings with in charges dated the 22/9/2017 where minute 5 dealt with the presentation of the previous performances. | 6 |
| <p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 | <ul style="list-style-type: none"> The LG (health department) provided information regarding the list of Health facilities receiving PHC funding consistent with the MOH (health facilities reporting)/DIS2. A list of 27 Health Facilities (one HCIV-Five HCIIIs & Twenty one HCIIIs receiving PHC funding as per the list availed by the DHO's office. | 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"> 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 | <ul style="list-style-type: none"> The Committee on Social Services met during the financial year (17/5/2018 under minute 20/SOS/05/2018 health budget for 2018/2019; 16/11/2017 under minute 7/SOS/11/2107 discussed challenges in the sector especially high TB prevalence & recommendation on recruitment on replacement basis & on the 17/8/2017 under minute 4/SOS/08/2017 (r) supply of mosquito nets to cells in BIHANGA BARRACKS, NYAKABUNGO & BIHANGA PARISHES IN NYAMABERE SUB COUNTY and Minute 5/SOS/08/2018 where the DHO highlighted the department's achievements & was directed to instruct In charges to PHC funds for minor repairs. | <p>2</p> |
| <p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 | <ul style="list-style-type: none"> The Committee on Social Services after meetings presented reports to Council for approval. This was evidenced with submissions by the Chairperson of the committee (Hon Councillor ASIIMWE EDWIG) to Speaker during council sessions dated the 24/5/2018, 19/2/2018 & 17/8/2017 | <p>2</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"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 | <ul style="list-style-type: none"> • All the health facilities visited (KIKYENKYE HCIII, RWENGWE HCII, KASHOZI HCII, ISHONGORORO HCIV & KAKINGA HCII have HUMCs in place. • KASHOZI HCII HUMC met on the 22/9/2017, 18/12/2017, 11/4/2018 & 20/6/2018 and discussed Budget/work plan 2018/2019, composite pit, compound cleaning, PHC fund releases and utilisation among other issues. • KAKINGA HCII HUMC met on the 28/8/2018, 28/12/2017, 30/3/2018 & 23/6/2018 where they discussed repairs in the drug store, delay in release of PHC funds, work plan discussion and approval among other matters. • ISHONGORORO HCIV HUMC 29/6/2018, 29/3/2018 & 30/9/2017 discussed PHC accountability, repairs of ambulance, hygiene at staff quarters, budgets and work plans etc • RWENGWE HCII HUMC met on the 1/8/2017, 12/12/2017, 28/3/2018 & 22/6/2018. • KIKYENKYE HCIII HUMC met on the 30/8/2017, 20/12/2017 & 8/6/2018. | <p>6</p> |
| <p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 | <ul style="list-style-type: none"> • The department did publicise the PHC funding to the 27 health units on the notice boards at the district headquarters examined, there was evidence that the lists of units receiving PHC funding were displayed. | <p>4</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"> 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 | <ul style="list-style-type: none"> The department submitted procurement requests for the financial year 2018/2019 to the PDU on the 15/5/2018 beyond the required deadline of the 30th April 2018. The evidence was submission of the procurement plan for rehabilitation of KANYWAMBOGO OPD at UGX.28, 648,702, supply of fuel & lubricants at UGX. 7,300,000, supply of assorted stationery at UGX. 6,720,000 among other procurements needs for the department. | <p>0</p> |
| <p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. | <ul style="list-style-type: none"> For the FY 2017/2018, there was evidence that the health department submitted the procurement plan on the 17/5/2017 submitted by MUGISHA VINCENT for among others construction of Maternity ward at ISHONGORORO HCIV at UGX. 226,132,000, specialised supply medical equipment at UGX.39,000,000 <p>This was within the deadline of the 30th September 2017 as required.</p> | <p>2</p> |

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| <p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. | <p>Ibanda DLG Health department payments reviewed show that the department endeavoured to timely certify and recommend contractors for payment. Below is the only certified payment the LG health department made:</p> <p>Payment of Shs 47,961,246 to Geses (U) Ltd for construction of a maternity ward at Ishongororo HC-IV. Invoicing 13/06/18, certification 21/06/18 and payment 25/06/18 (12 days).</p> <p>Payment of Shs 77,054,076 to Geses (U) Ltd for construction of a maternity ward at Ishongororo HC-IV. Invoicing 02/05/18, certification 09/05/18 and payment 14/05/18 (12 days).</p> <p>Payment of Shs 27,639,080 to Galizooka Mutegyeki Tom & Co for construction of a mortuary at Ishongororo HC-IV. Invoicing 02/01/18, certification 08/01/18 and payment 30/01/18 (28 days).</p> <p>Payment of Shs 17,609,049 to Galizooka Mutegyeki Tom & Co for construction of a mortuary at Ishongororo HC-IV. Invoicing 15/03/18, certification 26/03/18 and payment 29/03/18 (14 days).</p> | <p>4</p> |
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Financial management and reporting

| <p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 | <p>There was evidence on the PBS data indicating the department submitted the annual performance report for the previous FY 2017/2018 to the planner by mid July,</p> <p>Submission of quarterly reports to Planning unit for consolidation during FY 2017/2018 is as below:</p> <table border="1" data-bbox="703 1579 1401 1883"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>30th /10/2017</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 2</td> <td>29th /1/2018</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 3</td> <td>27th /4/2018</td> <td>PBS LG Planning data</td> </tr> <tr> <td>Quarter 4</td> <td>13th/7/2018</td> <td>PBS LG Planning data</td> </tr> </tbody> </table> | Quarter | Date of submission | Reference | Quarter 1 | 30th /10/2017 | PBS LG planning data | Quarter 2 | 29th /1/2018 | PBS LG planning data | Quarter 3 | 27th /4/2018 | PBS LG Planning data | Quarter 4 | 13th/7/2018 | PBS LG Planning data | <p>4</p> |
|---|---|--|---------|--------------------|-----------|-----------|---------------|----------------------|-----------|--------------|----------------------|-----------|--------------|----------------------|-----------|-------------|----------------------|----------|
| Quarter | Date of submission | Reference | | | | | | | | | | | | | | | | |
| Quarter 1 | 30th /10/2017 | PBS LG planning data | | | | | | | | | | | | | | | | |
| Quarter 2 | 29th /1/2018 | PBS LG planning data | | | | | | | | | | | | | | | | |
| Quarter 3 | 27th /4/2018 | PBS LG Planning data | | | | | | | | | | | | | | | | |
| Quarter 4 | 13th/7/2018 | PBS LG Planning data | | | | | | | | | | | | | | | | |

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| <p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p> | <p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 | <p>Ibanda DLG Health Department had some 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 raised a query on Shs 5,098,000 unaccounted for by 4 staff. This was later cleared. The report also raised miscellaneous audit queries on 6 health centres. Queries included missing drugs, records irregularities, non-functional medical equipment etc.</p> <p>Quarter 2 report had a query on unaccounted for funds amounting to Shs 4,395,023.</p> <p>Quarter 3 report had miscellaneous audit queries on 7 health centres. Queries included irregular staff attendance, understaffing, absence of work plans, internal control weaknesses etc.</p> | <p>0</p> |
| <p>Social and environmental safeguards</p> | | | |
| <p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p> | <ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 | <ul style="list-style-type: none"> • The compositions of the HUMCs of all the five health units visited (KIKYENKYE HCIII, RWENWE II, ISHONGORORO HCIV, KAKINGA HCII & KASHOZI HCII meet the requirements of the guidelines of at least 30% women | <p>2</p> |
| <p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p> | <ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. | <ul style="list-style-type: none"> • The LG did not formally issue guidelines on how to manage sanitation in health facilities including separating facilities for men and women. | <p>0</p> |

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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"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 | <ul style="list-style-type: none"> In the financial year 2017/2018, there were capital projects for health department. The environment officer did not carry out project screening, EIA, develop mitigation plans and follow up on any safeguards to mitigate the potential adverse environmental effects by the projects. | <p>0</p> |
| <p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 | <p>There was no evidence that the Environment and Community Development officers visited the project sites to check whether the mitigation plans were complies with.</p> | <p>0</p> |
| <p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p> | <ul style="list-style-type: none"> Evidence that the LG has is- sued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. | <ul style="list-style-type: none"> 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 critical areas. Evidence was copies of guidelines on approaches to Health Care Waste Management& Waste Segregation charts in all the Health Units visited. | <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"> • Evidence that the district Water department has targeted sub- counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 | <ul style="list-style-type: none"> - From the DWO Summary of the safe water coverage submitted to Chief administrative officer showing the average safe water coverage of the district 62%) and each of the sub counties was presented and also was compared with computed safe water coverage from MWE. 3 sub counties were found to be below the district average of safe water coverage and these included Ishongororo with 50%, Nyabuhikye with 54% and Kijongo with 56% <p>From the AWP 2018/2019 submitted to MWE it was established that a budget of 425,733,447 m was allocated to projects and out 425,733,447 m, 343,733,447 m was allocated to the sub county below the district safe water coverage which constitutes 80.7% of the allocation this include Construction of kashozi min solar piped water supply</p> | 7 |
| <p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15 o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 | <ul style="list-style-type: none"> - From the DWO progress reports submitted to MWE on 18/7/2018, It was established that 3 sub counties out of 9 Sub-counties were below the average safe water coverage of the district and these included - It was also established that a total of 3water Projects were implemented and these included construction of 1 kablingo mini solar piped watersupply, constnction of 1 mi solar piped water in kashozi both in ishongoror subcounty and rehabilitation of 1 kanywambogo GFS in kicuzi sub county and construction of 1 VIP Latrine in ibanda municipal <p>out of 3 water projects 2 projects were implemented in the subcounties below the average district safe water coverage Which constitutes 67%</p> | 5 |
| 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"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 | <p>From the Annual work plan of 2017/2018 it was established that 4 projects were planned for and also implemented and supervised and monitored in the same financial year.</p> <p>From the DWO In the monthly reports, Data and PBS File, it was established that supervision and monthly reports on supervised and monitored projects were available and these included;</p> <ul style="list-style-type: none"> - A monitoring and supervision report on the construction of water facilities for FY 17/18 dated 11/6/2018 was compiled. - A report on monitoring of Kabingo mini solar water supply dated on 1/1/2018 was compiled. - A report on supervision and monitoring of Kashozi mini solar water supply and VIP 3 stance latrine for the month of April dated on 15/4/2018 was compiled - A supervision report for the rehabilitation of kanywambogo was compiled | <p>15</p> |
| <p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 | <p>From the Work plans and reports obtained from the DWO, that were submitted to MWE on 18/7/2018 , it was established that the all the data submitted was consistent and accurate in PBS, work plan, MIS</p> | <p>5</p> |

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| <p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 | <p>From the MIS data established from the MWE and DWO it was established that water facilities in MIS reports were also in PBS report these included Kashozi min solar water supply, Kabingo min solar water supply, rehabilitation of kanywambogo GFS and construction of 3 stance VIP Latrine.</p> | <p>5</p> |
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Procurement and contract management

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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>From the DWO a copy of the procurement plan was available and was submitted to PDU on 20/4/2018</p> | <p>4</p> |
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| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p> | <ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 | <p>From the DWO, it was established that there was a detailed contract management/implementation plan in place for the projects implemented PP form 60 R258(3) dated 15/10/2017 for the rehabilitation of kashozi, contract management plans for the construction of 3 stance VIP, construction of kashozi mini solar all dated on 16/10/2018 site meeting report and minutes dated 15/11/2017 for kanywambogo rehabilitation gfs were available</p> | <p>2</p> |
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| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p> | <ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 | <p>From the sampled projects of kabingo piped water supply, kashozi piped water supply and VIP 3 stance latrine it was established that the construction were done as per designs with Reserve tank, fenced collection tank and a taps, at the source, the spring source had collection all in good condition and functioning for kabingo water supply and the VIP had separate stances for women and men</p> | <p>2</p> |
| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p> | <ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 | <p>From the DWO in the file 17/18,18/19 It was established that hand over reports were compiled by contractors and these included the rehabilitation of kanywambogo GFS compile by SMAKK Quality engineering and technical services dated 15/11/2017</p> <p>Hand over report by ZATEC (U) LTD for the construction of kabingo Min solar water piped system</p> | <p>2</p> |
| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p> | <ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 | <p>From the copies of certificates obtained from the DWO that were certified by the DWO. This included Kashozi payment certificate No.3 that was certified by DWO on 27/4/2018, payment certificate 1 of Rehabilitation of kanywambogo GFS dated on 12/2/2017, payment certificates for construction of VIP dated 12/12/2017 and all the completion reports were attached.</p> | <p>2</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"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points | <p>Ibanda DLG Water department payments reviewed show that the department endeavoured to timely certify and pay contractors. Examples of payments reviewed are:</p> <p>Payment of Shs 24,094,997 retention to Zhongyuan Advanced Technologies (U) Ltd for construction works at Kabingo Mini Solar Piped Water System. Invoicing 14/04/18, certification 30/04/18 and payment 07/05/18 (23 days).</p> <p>Payment of Shs 164,809,559 to Zhongyuan</p> | <p>3</p> |

Advanced Technologies (U) Ltd for construction works at Kashozi Mini Solar Piped Water System. Invoicing 24/04/18, certification 30/04/18 and payment 03/05/18 (9 days).

Payment of Shs 6,926,611 top-up to Zhongyuan Advanced Technologies (U) Ltd for construction works at Kashozi Mini Solar Piped Water System. Invoicing 17/07/17, certification 18/07/17 and payment 08/08/17 (21 days).

Payment of Shs 28,704,800 retention to Ambiax Technical Services for construction works at Nyakatokye Gravity Flow Scheme. Invoicing 21/07/17, certification 08/08/17 and payment 23/08/17 (1 month 2 days).

Payment of Shs 12,876,283 to Smakk Quality Engineering Services Ltd for construction of a 3 stance latrine at Ibanda Saza H/Qs. Invoicing 05/12/17, certification 12/01/18 and payment 25/01/18 (1 month 20 days).

Payment of Shs 4,782,551 retention to Smakk Quality Engineering Services Ltd for construction of a 3 stance latrine at Ibanda Saza H/Qs. Invoicing 24/01/18, certification 20/02/18 and payment 27/03/18 (2 months 3 days). There were some challenges with quality completions at the end, thus delay in payment.

Payment of Shs 20,200,756 to Legitimate Engineering Technical Services for rehabilitation of Kanywambogo Gravity Flow Scheme. Invoicing 12/12/17, certification 11/01/18 and payment 23/01/18 (1 month 11 days).

| <p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 | <p>the performance reports were submitted to the planning unit and there was evidence on the PBS data at the planning unit of the date of submission of the annual performance report on the 12th/7/2018</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>30th/10/2017</td> <td>PBS DATA LG planning unit</td> </tr> <tr> <td>Quarter 2</td> <td>29th/1/2018</td> <td>PBS DATA LG Planning unit</td> </tr> <tr> <td>Quarter 3</td> <td>24th/4/2018</td> <td>PBS DATA LG Planning unit</td> </tr> <tr> <td>Quarter 4</td> <td>12th/7/2018</td> <td>PBS DATA LG Planning unit</td> </tr> </tbody> </table> | Quarter | Date of submission | Reference | Quarter 1 | 30th/10/2017 | PBS DATA LG planning unit | Quarter 2 | 29th/1/2018 | PBS DATA LG Planning unit | Quarter 3 | 24th/4/2018 | PBS DATA LG Planning unit | Quarter 4 | 12th/7/2018 | PBS DATA LG Planning unit | <p>5</p> |
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| Quarter | Date of submission | Reference | | | | | | | | | | | | | | | | |
| Quarter 1 | 30th/10/2017 | PBS DATA LG planning unit | | | | | | | | | | | | | | | | |
| Quarter 2 | 29th/1/2018 | PBS DATA LG Planning unit | | | | | | | | | | | | | | | | |
| Quarter 3 | 24th/4/2018 | PBS DATA LG Planning unit | | | | | | | | | | | | | | | | |
| Quarter 4 | 12th/7/2018 | PBS DATA LG Planning unit | | | | | | | | | | | | | | | | |
| <p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 | <p>Ibanda DLG Water department did not have any audit queries in the FY 2017/18.</p> | <p>5</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"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 | <p>From the sectoral committee Report file, it was established that the reports from the DWO dated 17/5/2018 that included planned activities for quarter 4, kabingo gfs,kashozi, kanywambogo and the budgte for water sector was submitted to sectoral committee and was discussed under minute 23/WRKS/05/2017 and recommendation to council for adoption and approval.</p> | <p>3</p> |
| <p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 | <p>On 24/5/2015 the council sitting approved budget and recommendations by sectoral committee for water under minute C/27/05/2018B</p> | <p>3</p> |
| <p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p> | <ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. | <p>From the district notice board, it was established that quarterly releases of funds were displayed and these included 158,659,078 which was displayed on 7/8/2018 but there were no advocacy meetings held to discuss the above releases</p> | <p>2</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"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 | <p>From the sampled projects of kabingo water supply kanywambogo gfs and VIP Latrine it was established that the labeling was done showing the date, contractor, source of funding</p> | <p>2</p> |
| <p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p> | <ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 | <p>From the district notice board, it was established that all tenders and contract award for the projects implemented were displayed on 6/8/2018 and these included</p> <ul style="list-style-type: none"> - Construction of 3 stance VIP at saza by SMAKK Quality Engineering services at contract sum of 18,587,194.with reference no. IBAN558/WRKS2017-18/00003 - Rehabilitation of kanywambogo GFS in Kicuzi sub by Ligitimate Engineering & Technical services ltd at a contract sum of 18,501,810 with a reference no. IBAN558/WRKS/2017-18/00005.all these showed the status of the projects were completed | <p>2</p> |
| <p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 | <p>From the DWO- Application file, it was established that the village application form of mushunga LC1 applied for construction of kabingo Water supply dated 1/6/2015 and contribution of land by muhimise Gerald</p> <p>Katwe LC1 Applied for kashozi water facility dated 30/9/2016 and land agreement as a contribution attached</p> | <p>1</p> |

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| <p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p> | <p>From the DWO in O&M file, it was established that the community of kaburo LC1 Shallow well were available. The committee sat and discussed on collection of user fees, maintenance of the facility under minute MIN 5/03/2018.</p> <p>The community of kitojo Rwenkuba shallow well discussed on O&M of the facility under MIN 6/02/2018</p> <p>Community contribution of 33,000 was collected by the water users of Kyengando shallow well and paid on 16/7/2017.</p> | <p>2</p> |
| <p>Social and environmental safeguards</p> | | | |
| <p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 | <p>From the DWO in the Projects file 18/18,18/19 it was established that the environmental and social screening forms were filled for the rehabilitation of kanywambogo GFS dated 23/8/2017, construction of 3 stance VIP at saza dated 26/9/2017, construction of kashozi water supply project dated 26/9/2017</p> | <p>2</p> |
| <p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 | <p>From the DWO in project file 17/18, 18/19 it was established that there was a follow up reports attached to mitigation measures dated 18/12/2017 where eucalyptus trees were recommended for removal from the source.</p> | <p>1</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"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 | <p>From the DWO, in project file 17/18, 18/19 it was established in the construction kashozi water project BILL No. 2F 2.1,2.2 was plant of indigeous trees species around the source aear, level the compound.</p> | <p>1</p> |
| <p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 | <p>From the DWO, in the 4th qtr progress report submitted to MWE on 18/7/2018 it was established that</p> <p>In kashozi water scheme has composition of 5 members, and 3 are women holding key positions of V/C person, secretary, and treasurer.</p> <p>Sub county and sanitation board of kizui has 9 member and 5 are women with key positions of V/C person, treasurer and secretary</p> | <p>3</p> |
| <p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 | <p>From the sampled VIP Latrine It was established that the 3- stance VIP latrine at saza had adequate access and a separate stance for both men and facilities for PWDs.</p> | <p>3</p> |