



Local Government Performance Assessment

Iganga Municipal Council

(Vote Code: 773)

Assessment	Scores
Accountability Requirements	50%
Crosscutting Performance Measures	57%
Educational Performance Measures	56%
Health Performance Measures	74%
Water Performance Measures	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMA 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>The LG submitted an Annual Performance Contract to MoFED on August 7, 2018</p> <p>(Waiver done by MoFPED from June 30th to 1st August this year)</p> <p>This late submission was attributed to PBS and low rate of response by budget desk officers assigned to LGs in the MoFPED.</p>	No
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • 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>Budget in the final submission of the performance contract done on August 1, 2018 to the MoFED included the Procurement Plan.</p> <p>(Waiver done by MoFPED from June 30th to August 1, 2018)</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>The LG submitted Annual Performance Report for the previous FY 2017/18, on September 2nd 2018. (not as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>No</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>The LG submitted the quarterly budget performance report for all the four quarters to MoFPED</p> <p>Q1 report submitted on 05th/04/2018</p> <p>Q2 report submitted on 18th/04/2018</p> <p>Q3 report submitted on 06th/07/2018</p> <p>Q4 report submitted on 13th/08/2018</p> <p>Reason for late submission especially Q4 was attributed to budget desk officers at MoFPED who take long to review the reports to be taken for approval. Secondly the system was new to LG staff, it took long for them to understand how to use PBS</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in 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 submitted a Status of implementation of Internal Auditor General and Auditor General's findings to the PS/ST by 30 April as evidenced below;</p> <p><i>Auditor General's Report</i></p> <p>The Auditor General's Report dated 12 December 2017 Ref: DLA 10/120/01/17 raised 3 issues and all were responded to in a report addressed to the PS/ST Ref: CR/IMC/251/1/2018 dated 09 March 2018. Received by MoFPED on 28 March 2018.</p> <p><i>Internal Auditor General's report</i></p> <p>In a correspondence dated 25 Oct 2017 Ref: IIA50/260/01 the Internal Auditor General raised 2 issues to the Accounting Officer's attention. These issues were responded to in a report dated 11 April 2018 Ref: IMC/156/1/18 received by MoFPED on 16 April 2018 addressed to the PS/ST.</p> <p>In a correspondence dated 11 April Ref: IIA50/260/01, 3 issues were raised and all were responded to in a report addressed to the PS/ST Ref: CR/IMC/251/1/2018 dated 19 April 2018.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The LG had an unqualified audit opinion as per AG's Report.</p> <p>(Source: Report of the Auditor General to Parliament for FY ended 30 June 2018; Annexure IV; 4.2)</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			

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

Maximum 4 points for this performance measure.

Evidence that a district/ municipality has:

- A functional Physical Planning Committee in place that considers new investments on time: score 1.

The MC has a committee in place, appointed by the Town Clerk (TC) and it includes: TC as Chairperson, Senior Physical Planer as secretary, Members are: Municipal Engineer, Senior Health Inspector, District Environment Officer and Senior assistant TCs from 2 Divisions (co-opted members); all these have letters of appointment to the committee dated December January 17th, 2011, ref; LAN/1, signed by Kato Hussein, Town Clerk. The committee considers applications for new investments but not in 28 days strictly. Committee minutes of various sittings that were availed were checked as shown below:

PPC sittings included; 2017, July 24th, 2017, August 31st, 2017, March 16th, 2018, May 23rd, 2018, June 12th, 2018 among others. Consideration of applications sampled as below.

Applications considered by the PPC

Approval date 24/07/2017

Mukiibi Nasser - lease application

Application date 19th/06/2017

Approval date 24th/ 07/2017

Waigolo David – transfer ownership & plan approval

Application date 25th/07/2017

Consideration date 31st/08/2017

Kabejja Mukasa- building plan

Application date 25th/07/2017

Consideration date 31st/08/2017

Kisimba Patrick- Building plan

Application date 15th/04/2018

Consideration date 23rd/05/2018

Kabale Salim

Application date 9th/05/2018

Consideration date 12th /06/2018

Physical Planning Committee sits irregularly and cannot consider new application with 30 days.

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>The MLG did not submit the 4 sets of minutes of Physical Planning Committee to the MLHUD last FY 2017/18. In a letter dated 19th /9/2018, ref: IMC/157/1/18, by Kasala Daniel, Deputy Town Clerk. Sets were: August 31st, 2017, March 23rd, 2017, May 23rd,2017, June 23rd, 2017). Received and stamped on 20/09/2018 by MoLHUD. However, minutes submitted of March 23rd, 2017, May 23rd, 2017, June 23rd, 2017, August 31st, 2017, 3 of the 4 sets were for FY 2016/17) only 1 set of August 31st, 2017 was for previous FY.</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"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>Iganga MC has a Physical Development Plan 2018-2028. Physical Planning Committee meeting sitting on 31st August. PP/IMC/5/08/17; Presentation and approval of Iganga Municipal Council draft of the Physical Plan for 2018/2028. (Previous Physical Plan expired 2011). Process of approval of new physical Development plan is on at the MoLHUD). Thus infrastructure investments are consistent with Physical development under draft. Hence plans have been approved following the Physical Plan developed by the MC.</p>	<p>1</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>The MC prepared Action Area Plan for the previous FY for the Central Business District. (Rezoning of the CBD) all done following the Physical Development Plan. (ref: IMC/156/3/18) a letter from Physical Planner to TC, (Forward Planning and Improvement in management and Proper Service delivery in Iganga MC)</p>	<p>1</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>There was a Budget Conference held on 21st /11/2017. The Report highlights priorities for all sectors and the AWP draws from Budget Conference Report (BCR) as shown below;</p> <p>Administration BCR page 4, AWP FY 2018/19 page22-29</p> <ul style="list-style-type: none"> Hold both senior management and TPV meetings Payment of all creditors Work on MC public relations Production and submission of reports Filling at least 65% of vacant posts Timely payment of pensioners Purchase of a vehicle for office of TC Construction of administration block phase <p>Finance department BCR page 4, AWP FY 2018/19 page 30-35</p> <ul style="list-style-type: none"> Procurement of 2 laptops for treasurer and accountant Timely submission of reports <p>Production BCR page 4</p> <ul style="list-style-type: none"> Procurement of 1 motorcycle for the department Capacity building for extension workers 	<p>2</p>

- Promotion of youth engagement in agricultural chain supported

- Animal disease prevention and control

- Procurement of a 1 laptop for the department

Health BCR page 4, AWP FY 2018/19 page46-51

- Community health education on nutrition

- Community sensitization on refuse handling

- 33 villages (VHTs) reporting strengthened)

- Construction of maternity ward at Buligo HCII

- Strengthening monitoring and supervision of health facilities

- Support to construction of Iganga MC HCII at Nkono

Education department BCR page 4-5, AWP FY 2018/19 page 52-59

- Inspection of schools monitoring BCR page ..., AWP FY 2018/19 page...

- Monitoring of education institutions

- Construction of a water harvesting tank and stand at iganga TC P/S

- Construction of water born toilet, 4 stance pit Latrine at Buligo PS

- Construction of Pit latrine and washrooms at Kasokoso P/S

- Provision of furniture to Igamba, Buligo, Nakavule, Iganga TC P/S BCR page 4, AWP FY 2018/19 page

- Construction of Nakavule Seed Secondary school BCR page ..., AWP FY 2018/19 page

- Quarterly inspection reports

- Quarterly monitoring reports

- Capacity building for SMCs

Roads and Engineering BCR page 5, AWP FY 2018/19 page60-66

- Roads maintained

- Road equipment and waste collection tractors maintained

- Drainage works on Teefe road, Cemetery lane, yeyago rd, and economic road

- Maintenance of tamarac roads by pothole filling

- Purchase and installation of culverts

		<ul style="list-style-type: none"> • Low cost ceiling of Balunywa rd and Hajji Munulo rd • Rehabilitation of street lights • Construction and rehabilitation of urban drainage infrastructure • Purchas of tree seedlings for Urban beautification infrastructure <p>Natural Resource BCR page 5, AWP FY 2018/19 page 67-71</p> <ul style="list-style-type: none"> • Environmental mainstreaming on DDEG projects, URF, and SFG • Commemorating gazetted tree planting days in the MC BCR page AWP FY 2018/19 page <p>Community Department BCR page 5, AWP FY 2018/19 page 72-78</p> <ul style="list-style-type: none"> • Monitoring and supervision of organized women, youth groups under UWEP and YLP • Training of 100 FAL learners and 30 FAL instructors • Labour based inspections and certification of workplaces • Procurement of office computer, BCR page 5, AWP FY 2018/19 page 	
<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>	<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>The Municipal Council Development Plan (MDP) 2015/16-19/2020 was approved on April 28, 2016 under minute: FC/07/04/2016. Signed by Mr. Mitala Ruth Okello, Clerk to Council and Mugoya Wilson as the Speaker. The LG derives its capital investment from the Approved 5 Year Development Plan as shown below;</p> <p>Administration</p> <ul style="list-style-type: none"> • Purchase of a vehicle for office of TC DDP page 102 AWP FY 2018/19 page 29 • Construction of administration block phase DDP page 102, AWP FY 2018/19 page 29 <p>Finance department</p> <ul style="list-style-type: none"> • Procurement of 2 laptops for treasurer and accountant, DDP page103, AWP FY 2018/19 page 35 <p>Production</p> <ul style="list-style-type: none"> • Procurement of 1 motorcycle for the department DDP page 104, AWP FY 2018/19 page 40 	<p>1</p>

<p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Procurement of a 1 laptop for the department, 104, AWP FY 2018/19 page 40 <p>Education department</p> <ul style="list-style-type: none"> • Construction of a water harvesting tank and stand at iganga TC P/S DDP page 115, AWP FY 2018/19 page 54 • Construction of water born toilet, 4 stance pit Latrine at Buligo PS DDP page 114, AWP FY 2018/19 page 55 • Construction of Pit latrine and washrooms at Kasokoso P/S DDP page 115, AWP FY 2018/19 page 55 • Provision of furniture to Igamba, Buligo, Nakavule, Iganga TC P/S DDPpage 115, AWP FY 2018/19 page 55 • Construction of Nakavule Seed Secondary school DDP page 115, AWP FY 2018/19 page 56 <p>Roads and Engineering</p> <ul style="list-style-type: none"> • Purchase and installation of culverts DDP page 116, AWP FY 2018/19 page65 • Low cost ceiling of Balunywa rd and Hajji Munulo rd, DDP page117, AWP FY 2018/19 page 64 • Rehabilitation of street lights, DDP page 116, AWP FY 2018/19 page 65 • Construction and rehabilitation of urban drainage infrastructure DDP page 117, AWP FY 2018/19 page 61 • Purchas of tree seedlings for Urban beautification infrastructure, DDP page 117 AWP FY 2018/19 page 65 <p>Community Department</p> <ul style="list-style-type: none"> • Procurement of office computer, DDP page 125, AWP FY 2018/19 page77 	
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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>Iganga MC developed project profiles for FY 2017/18 April, 2018; profiles were presented to TPC and discussed in a meeting held on August 02nd, 2017. Under Min.7/IMC/TPC07/08. Presentation and discussion of project profiles for FY 2018/19, by the Municipal Engineer. The profiles seen were for 2 projects in works. Projects were in the right format; they include work plan, M&E strategy, M&E plan, and EIA and mitigation plan.</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>Iganga MC compiled a Statistical Abstract FY 2018/19, dated June, 2017. It included gender disaggregated data: male and female, rural and urban population, disaggregated gender data by Council, district departments and other population segments. The Abstract was presented to TPC meeting on August 02nd, 2017 under Min. /IMC/TPC/08/08/17.</p>	<p>1</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>From the Annual Budget Performance Report for FY2017/18, all infrastructure projects implemented by Iganga MC were derived from the AWP and budget approved; examples are captured below:</p> <p>Health (APR page 51)</p> <ul style="list-style-type: none"> • Installation of 1 hand washing facility at shs.400,000 , AWB page49 • Co-funded construction of a ground floor at Iganga MC HCIII at shs 52,329,000 AWB page49 <p>Roads and Engineering (APR pg 62)</p> <ul style="list-style-type: none"> • Low cost sealing of Moses Kintu rd; drainage channel construction along Kyeyago rd, mufumba rd, and Kinyiri rd at shs 548,625,000, AWB page 64 	<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. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>From the Annual Budget Performance Report, the investment projects implemented by Iganga MC were completed as per work plan by end of FY 2017/18.</p> <p>Roads and Engineering (APR 59,62)</p> <ul style="list-style-type: none"> • Purchase of GPS machine and dumpy level: Completed as per work plan 99% • Low cost sealing of Moses Kintu rd; drainage channel construction along Kyeyago rd, mufumba rd, and Kinyiri rd, not completed as per work plan 29% <p>Health (APR page 51)</p> <ul style="list-style-type: none"> • Installation of 1 hand washing facility at shs.400,000, Not completed as per work plan 0% • Co-funded construction of a ground floor at Iganga MC HCIII, completed as per work plan 111% <p>Education (APR page 55)</p> <ul style="list-style-type: none"> • Purchase of a double cabin pick up for the dept. completed as per work plan at 100% <p>The LG performed at 68%</p>	<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 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 Budget Performance Report 2017/18 investment projects were implemented and completed within approved budget ; examples below</p> <p>Roads and Engineering (APR 59,62)</p> <ul style="list-style-type: none"> • Purchase of GPS machine and dumpy level: budget shs. 75,914,000 and actual shs 75,265,000. • Low cost sealing of Moses Kintu rd; drainage channel construction along Kyeyago rd, mufumba rd, and Kinyiri rd, budget, shs. 548,625,000, actual shs. 160,528,000 <p>Health (APR page 51)</p> <ul style="list-style-type: none"> • Installation of 1 hand washing facility budget shs.400,000, actual shs 400,000 • Co-funded construction of a ground floor at Iganga MC HCIII, budget 52,320,000, actual 58,208,000 <p>Education (APR page 55)</p> <ul style="list-style-type: none"> • Purchase of a double cabin pick up for the dept. budget 67,997,000, actual 67,996,000 <p>NOT all the investment projects were completed within the approved budget</p>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>LG budgeted for expenditure on O&M for infrastructure</p> <p>Budget 7,469,000</p> <p>Actual 400,000</p> <p>MC spent only 5.4% on O&M budget</p>	<p>0</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>The LG has 8 HoDs in its approved structure</p> <p>Of these 6 are substantively filled</p> <p>While 2 are in acting positions namely;</p> <ol style="list-style-type: none"> Mr. Mukasa Joseph acting Senior Medical Officer was appointed senior medical clinical officer under min. No. 217/2008(a) on 2nd Dec 2008. Mr. Mukisa Abdala Rahaman acting Veterinary officer in charge of production was appointed as an agricultural officer on min. 151.1/2018 on 2nd May 2018. <p>The details of the filled departments according to the approved LG structure are indicated below:</p> <ol style="list-style-type: none"> Ms. Itaaga Lydia Principle Education officer head of education was appointed on promotion and transfer under Min. 278/2018(e) on 8th June 2018. Mr. Sebamala Richard Municipal Engineer was appointed under Min. No 70/2013 dated 22nd Feb 2013. Mr. Balaba Edward Senior Environmental Officer heads natural resources and was appointed under min. No. 214(2) on 22nd May 2018. Mr. Misiho Mulunga Herbert Principal Treasurer Head of Finance was appointed on promotion and transfer under Min. No. 156/2018 on 9th March 2018. Ms. Nandase Esther Principal Community Development Officer was appointed on promotion and transfer under min. No. 151.6/2018 on 8th May 2018 Mr. Kasala Dan deputy town clerk head of administration was appointed on promotion and transfer under min. 151.5/2018 on 2nd May 2018 <p>75% of the positions of HoDs are substantively filled.</p>	<p>0</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 HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>The HoDs filled and in acting positions were appraised as follows;</p> <ol style="list-style-type: none"> 1. Mr. Mawanda Edwin who was head of education signed performance agreement and performance report on 17th July 2017 and 10th July 2018 respectively. 2. Ms. Mugabi Andrew who was head of community development signed performance agreement and performance report on 1st July 2017 and 10th July 2018 respectively 3. Mr. Sebamala Richard head of works was on interdiction and resumed duty when the financial 2017/18 was ending and therefore there was no appraisal. 4. Mr. Kassame Herbert who was head of Production and Marketing signed performance agreement and performance report on 14th August 2017 and 4th July 2018 respectively 5. Mr. Mukasa Joseph head of health signed performance agreement and performance report on 14th August 2017 and 30th July 2018 respectively 6. Mr. Balaba Edward head of natural resources signed performance agreement and performance report on 1st July 2017 and 10th July 2018 respectively 7. Mr. Musiho Muluya head of Finance joined in March when Yotaliwa Eunice was acting principal and signed the performance agreement on 2nd August 2017 and the report was signed on 11th July 2018. 8. Mr. Kasala Dan head of administration was new and could not be appraised for the period he had joined the LG and he replaced Ms. Okello who was transferred and her file could not be traced. <p>Appraisal was 100%</p>	<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 staff submitted for recruitment have been considered: score 2 	<p>Evidence from submission lists and minutes of DSC revealed the following;</p> <p>Submissions for recruitment with ref. CR/IMC/159/1 dated 6th Feb 2018 for;</p> <ol style="list-style-type: none"> 1. Deputy Town Clerk 2. Principal Community Development officer 3. Senior Law Enforcement Officer 4. Education officer (special needs) 5. Senior Procurement officer and others <p>These were considered through the advert in daily monitor dated 9th Feb 2018 and minute IDSC/156/2018.</p> <p>Submission for promotion and redesignation with ref. CR/IMC/159/1 dated 6th Feb 2018 for,</p> <ol style="list-style-type: none"> 1. Principal Education Officer 2. Senior Assistant Town Clerk 3. Senior Human Resource 4. Senior Accountant 5. Town Agents and others <p>These were considered through the internal advert No. 2 of 2018 dated 26th April 2018</p> <p>This shows 100% consideration.</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>Evidence from submitted lists for confirmation and minutes of DSC reveal the following;</p> <ol style="list-style-type: none"> 1. Submission with ref. CR/IMC/159/1 dated 27th Feb 2018 for Kassame Herbert was considered on min. No. DSC/156/2018 dated 9th March 2018 2. Submission with ref. CR/IMC/159/18 dated 25th June 2018 for Sebidde Yusuf, Mposiima Getrude and Atto Jackline was considered under minute extract with ref. DSC/159/1 dated 4th July 2018 3. Submission with ref. CR/IMC/159/1 dated 9th April 2018 for Kataba Sauba and Njuba Denis was considered under minute extract of ref. DSC/159/1 dated 10th May 2018 <p>All submissions for confirmation were considered 100%</p>	<p>1</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>Evidence from the submission list it shows that two submissions for disciplinary action were made;</p> <ol style="list-style-type: none"> 1. Submission with ref. CR/IMC/159/1 dated 27th Dec 2017 for the dismissal of Kayongo Nelson for lack of qualifications was considered by letter of ref. CR/IMC/159/1 dated 25th Jan 2018 signed by Town Clerk Mr. Kimbowa Joseph. 2. Submission with ref. CR/IMC/159/18 dated 8th Feb 2018 of Ssebamala Richard for interdiction and defence was considered on ref. CR/IMC/156/18 dated 14th May 2018. <p>This was 100% consideration</p>	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>Evidence from the payroll and staff recruitment list, 16 staff were recruited in FY 2017/18 and all of them accessed pay roll in two months.</p> <p>Examples of these are;</p> <ol style="list-style-type: none"> 1. Mwesigwa Tonny was appointed on 2nd May 2018 and accessed salary payroll of June 2018 2. Kasala Daniel was appointed on 2nd May 2018 and accessed salary payroll of June 2018 3. Mwanja Grace was appointed on 2nd May 2018 and accessed salary payroll of June 2018 4. Serunjoji Sam was appointed on 2nd May 2018 and accessed salary payroll of June 2018 5. Musiho Mulunga was appointed on 9th March and accessed salary payroll of May 2018 <p>It was 100% access to salary payroll</p>	<p>3</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>Evidence from staff retirement list, pension payroll, it was revealed that three members of staff were retired in FY 2017/18 and no one accessed pension payroll in two months.</p> <ol style="list-style-type: none"> Luwagula Edrisa was retired on 30th June 2017 and accessed pension payroll in June 2018 after one year Gwaivu Abdalla was retired on 1st July 2017 and accessed pension payroll in June 2018 after one year Kumbaine John Micheal was retired on 21st May 2018 and has not yet accessed pension payroll. <p>00% retired staff accessed pension payroll in two months</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>The LG registered local revenue (OSR) shs 133,768,489 in FY 2017/18 compared to Shs 246,221,863 in FY 2016/17. This indicated a decrease in revenue of 45% (Shs 112,453,374).</p> <p><i>Source (Audited Final Accounts 2016/17 Ref: DLA10/120/01/17 & draft Final Accounts 2017/18 submitted to OAG on 01 Feb 2018)</i></p>	<p>0</p>
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Budgeted local revenue for FY 2017/18 was Shs 1,048,000,000 and the actual revenue collected was Shs 133,768,489. There was a divergence of Shs 914,231,511. Budget realisation ratio was -87% which did not fall within the range of +/- 10%.</p> <p>This low revenue figure was attributed to the Presidential pronouncement on taxi and bus park fees.</p> <p><i>Source(Original Budget 2017/18 & Draft Final Accounts 2017/18)</i></p>	<p>0</p>

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Out of Shs 45,781,335 revenue of (LST) that was collected by the LG, only 33% of the collection was remitted to the LLGs (i.e. shs 15,001,656). This was below the threshold of 50%.</p> <p><i>Source: (Draft Final Accounts 2017/18; Statement of Revenues collected & Payment vouchers)</i></p>	0
<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>Revenue collected in the FY 2016/17 was Shs 246,221,863 and Council expenses for FY 2017/18 amounted to Shs 78,577,502.</p> <p>Council expenditure compared to Revenue collection was 32% which was higher than the required percentage 20%.</p> <p><i>(Source Trial Balance & Audited Final Accounts 2016/17)</i></p>	0
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>Senior Procurement Officer (SPO) position was substantially filled as indicated in the appointment on promotion from Namayingo District LG as indicated in a letter (Ref: CR/IMC/156/2/18) dated 2nd May 2018 under the District Service Commission (DCC) Minute 15/7/2018 signed and stamped by the Town Clerk on 4th May 2018.</p> <p>Procurement Officer (PO) position was not substantially filled. Specifically, DCC under Min 70/2013(c) appointed PO (Namusoke Asia Sebidde) on probation in a letter (Ref: CR/IMC/156/2/2013) dated 4th February 2013. Subsequently, DSC at its 656th meeting under Min No.293/2014(c) confirmed the PO in a letter (Ref: CR/159/1) dated 14th July 2014 signed and stamped by the Town Clerk.</p>	2
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>Technical Evaluation Committee (TEC) produced and submitted reports to the Contracts Committee (CC). For example, from a sample of 5 projects with serial numbers listed below;</p> <p>TEC report dated 23rd Nov 2017 was submitted CC for the following supplies for the road works under the Force Account using Framework Contract for the</p> <ul style="list-style-type: none"> Supply of Culverts of various sizes (<i>Proc Ref: IGAN</i>) 	1

measure.

773/Supls/17-18/00013).

- Supply of Road Primer MC30 & K160, MC30000 & PEN 80/100 (*Proc Ref: IGAN 773/Supls/17-18/00014*).
- Supply of Machine crushed Aggregates/Chippings and Quarry dust (*Proc Ref: IGAN 773/Supls/17-18/00015*).
- Supply of Cement & Road Lime (*Proc Ref: IGAN 773/Supls/17-18/00016*).
- Supply of General materials (*Proc Ref: IGAN 773/Supls/17-18/00017*).
- Supply assorted road construction materials (*Proc Ref: IGAN 773/Supls/17-18/00018*).
- Supply of assorted road tools, Bill Boards, Road naming, GPS, Machine, Dumpy level, Digital Cameras, etc (*Proc Ref: IGAN 773/Supls/17-18/00025*).

Overall the contracts Committee resolved that call off orders be issued to those companies ranked number one (1) as first priority per each of the above category.

TEC report dated 28th Nov 2017 was submitted CC for the following supplies under the Framework Contract for:

- Revenue collection (*Proc Ref: IGAN 773/Supls/17-18/00001*).
- Supply of both Printed, Assorted Office Stationery (*Proc Ref: IGAN 773/Supls/17-18/00027*).
- Supply of Computers, Laptops, Computer Accessories, Storage devises, Cartridges, Printers, Repairs, Maintenance and servicing of all IT equipment (*Proc Ref: IGAN 773/Supls/17-18/00027b*).
- Supply of General Office Furniture, and Fittings, Repair and Maintenance, Fixing of Curtains Boxes, Office curtains, Fans, Wall Clocks and Locks (*Proc Ref: IGAN 773/Supls/17-18/00029*).
- Provision of catering services, Events Management services, Workshops (*Proc Ref: IGAN 773/Supls/17-18/00039*).
- Provision of Cleaning and Sanitation Services of Office and Open Public Places (*Proc Ref: IGAN 773/Supls/17-18/00039*).

<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>Contracts Committee (CC) considered recommendations of the TEC. For example,</p> <ul style="list-style-type: none"> • Under the Road works using Force on Account, the policy is that the Engineer prepares a schedule & rates for the roads which was approved by the 5th contracts committee sitting on 27th Nov 2017 approved the rates under Min 29/05/CC/IMC/11/2017 Framework Contract for the Supply of Culverts of various sizes (<i>Proc Ref: IGAN 773/Supls/17-18/00013</i>). Supply of Road Primer MC30 & K160, MC30000 & PEN 80/100 (<i>Proc Ref: IGAN 773/Supls/17-18/00014</i>). Supply of Machine crushed Aggregates/Chippings and Quarry dust (<i>Proc Ref: IGAN 773/Supls/17-18/00015</i>). Supply of Cement & Road Lime (<i>Proc Ref: IGAN 773/Supls/17-18/00016</i>). Supply of General materials (<i>Proc Ref: IGAN 773/Supls/17-18/00017</i>). Supply assorted road construction materials (<i>Proc Ref: IGAN 773/Supls/17-18/00018</i>). Supply of assorted road tools, Bill Boards, Road naming, GPS, Machine, Dumpy level, Digital Cameras, etc (<i>Proc Ref: IGAN 773/Supls/17-18/00025</i>). Overall the contracts Committee resolved that call off orders be issued to those companies ranked number one (1) as first priority per each of the above category. <p>The 6th CC meeting held on 28th Nov 2017 under Min minute 35/06/CC/IMC/11/2017 approved the TEC report for the following supplies under frameworks contracts:</p> <ul style="list-style-type: none"> • Revenue collection (<i>Proc Ref: IGAN 773/Supls/17-18/00001</i>). • Supply of both Printed, Assorted Office Stationery (<i>Proc Ref: IGAN 773/Supls/17-18/00027</i>). • Supply of Computers, Laptops, Computer Accessories, Storage devises, Cartridges, Printers, Repairs, Maintenance and servicing of all IT equipment (<i>Proc Ref: IGAN 773/Supls/17-18/00027b</i>). • Supply of General Office Furniture, and Fittings, Repair and Maintenance, Fixing of Curtains Boxes, Office curtains, Fans, Wall Clocks and Locks (<i>Proc Ref: IGAN 773/Supls/17-18/00029</i>). • Provision of catering services, Events Management services, Workshops (<i>Proc Ref: IGAN 773/Supls/17-18/00039</i>). • Provision of Cleaning and Sanitation Services of Office and Open Public Places (<i>Proc Ref: IGAN 773/Supls/17-18/00039</i>). 	1
<p>The LG has a comprehensive Procurement and Disposal Plan covering</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all 	<p>The current draft Annual Consolidated Procurement plan for FY 2018/19 which was submitted in a letter dated 12th June 2018 (Ref: PDU/105/1) signed and stamped by the Town Clerk. It was received by MFPED & PPDA on 2nd July 2018 as shown on the receipt stamps covered cover all major</p>	2

infrastructure activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for

the previous FY:
score 2

investments/ infrastructure projects in the current approved and AWP/B for FY 2018/19.

For example, the Projects in the AWP 2018/19 generated from PBS on 7th August 2018 at 06:44pm and was stamped by IMC on 16th August 2018 are:

Health Sector:

i. Output 088156: Hand-washing Facility Installation: Eleven (11) hand washing facility (Tippy taps) installed at Health facilities estimated at UGX 400,000 was on page 49 of AWP 2018/19. It is in the procurement plan 2018/19 titled as installation of water and electricity to the faculties under PHC capital development.

ii. Output 088375: Non Standard Service Delivery Capital: Co-funding/Support to Construction of Iganga IMC HCIII estimated at UGX 13,000,000 was on page 110 of AWP 2018/19. It is S/N 3 in the procurement plan 2018/19 under PHC capital development.

iii. Output 088180: Maternity Ward Construction & Rehabilitation: Construction of a Maternity ward at Buligo HCII estimated at UGX 6,013,000 was on page 49 of AWP 2018/19. It is S/N 1 in the procurement plan 2018/19.

Education Sector projects:

iv. Output 078280: Classroom construction and Rehabilitation (USE): Construction of Nakavule Seed Secondary School estimated at UGX 149,604,000 was on page 57 and page 115 of AWP 2018/19. It is under S/N 6 in the procurement plan 2018/19.

v. Output 078181: Latrine Construction & Rehabilitation: Construction of waterborne toilet at Buligo P/S and 4 stance pit latrine and wash rooms at Kasokoso P/S estimated at UGX 52,700,000 was on page 55 of AWP 2018/19. It is under S/N 9 in the procurement plan 2018/19.

vi. Output 078183: Provision of Furniture to Primary Schools: Provision of furniture to Igamba, Buligo, Nakavule, Kasokoso, and Iganga TC primary schools at UGX 18,000,000 was on page 55 of AWP 2018/19. It is S/N 4 in the procurement plan 2018/19.

Road & Works sector:

vii. Output 048155: Urban unpaved roads rehabilitated: Longer lasting roads in place, with good drainage. Drainage works on Teeffe road, Cemetery lane, Kyeyago road, Mufumba road, and Economic Road estimated at UGX 116,513,000 was shown on Page 61 and page 119 of AWP 2018/19. It was also on pages 1 of Procurement Plan 2018/19. E.g Mufunba road (Proc Ref: IGAN 773/Wrks/2018-19/004).

viii. Output 048381: Construction & Rehabilitation of Urban Drainage Infrastructure: Estimated at UGX 152,000,000 was shown on Page 65 and page 120 of AWP 2018/19. It was also on page 1 of Procurement Plan 2018/19. E.g Drainage channel along Keyago road (Proc Ref: IGAN 773/Wrks/2018-19/002), Drainage channel along Cemetery road (Proc Ref: IGAN 773/Wrks/2018-19/003),

ix. Output 048204: Electrical Installation/Repairs: Maintenance of street lighting in town payments of bills and procurement of service provider to carryout maintenance estimated at UGX 20,000,000 was on page 62 and page 120 of AWP 2018/19. It was S/N 23 in the Procurement Plan 2018/19.

In addition, The following 5 sampled completed projects were included in the procurement plan for FY 2017/18 and the AWP 2017/18 generated from the system.

- Supply of Gravel for periodic maintenance of roads works (308km) (Prof Ref No: 165 generated by IFMIS). Gravelling of various roads (Proc Ref: Igan 773/Wrks/17-18/00020) estimated at UGX 88,663,000 under URF was in proc plan 2017/18. It was also under output on maintenance of Urban infrastructure (Moses Kintu road, Kyeyago road, Mufunba road, Kinyiri road, and Mpindi road) was on page 4 of AWP 2017/18 at UGX 548,625,000.

- Routine mechanised maintenance (38.5km) (Proc Ref: Igan 773/Wrks/17-18/00019) estimated at UGX 38,700,000 under URF using framework contract was in proc plan 2017/18. It was also under page 4 of AWP 2017/18.

- Supply of Diesel fuel for clearing works along Moses Kintu Road (Prof Ref No: 209 generated by IFMIS). It was also under Fuel, lubricants and oils was on page 4 of AWP 2017/18 at UGX 59,224,000.

- Supply of Diesel fuel for grading the Kinyiri road (Prof Ref: 196 generated by IFMIS). Low cost sealing of Moses Kintu road-0.548km (Proc Ref: Igan 773/Wrks/17-18/00017), road primer machine crushed aggregates, cement & road lime, assorted road construction materials, granular materials etc estimated at UGX 230,106,800 under URF using framework contract was in proc plan 2017/18. It was also under Fuel, lubricants and oils was on page 4 of AWP 2017/18 at UGX 59,224,000.

- Supply of Murram for Teeffe Swamp (201 trips) (Prof Ref No: 248 generated by IFMIS). Road works on Teeffe Road (Proc Ref: Igan 773/Wrks/17-18/00045) estimated at UGX 19,995,000 under URF was in proc plan 2017/18. It was also under output of routine mechanised maintenance on page 4 of AWP 2017/18.

The following project were in the procurement plan and 2017/18 and the AWP 2017/18:

		<p>Under Health Sector:</p> <p>i. Co-funding for Completion of the Construction of the Storeyed Block at Iganga Municipal Council HCIII in Northern Division (Proc Ref: IGAN 773/Wrks/2017-18/00022) at UGX 15,000,000 under URF was in Procurement plan 2017/18 and on page 6 of AWP 2017/18 estimated at UGX 52,320,000.</p> <p>ii. Hand-washing Facility Installation: Four (4) hand washing facility (Tippy taps) installed at Health facilities estimated at UGX 400,000 was on page 6 of AWP 2017/18.</p> <p>Under Works department:</p> <p>iii. Stone Pitching along Mpindi Road in Northern Division (Proc Ref: IGAN 773/Wrks/2017-18/00016) at UGX 70,864,000 under URF was in Procurement plan 2017/18 and on page 4 of AWP 2017/18.</p> <p>iv. Drainage Works along Kinyiri Road in Central Division (Proc Ref: IGAN 773/Wrks/2017-18/00015) at UGX 15,000,000 under URF was in Procurement plan 2017/18 and on page 4 of AWP 2017/18.</p> <p>v. Installation of Culverts along Mufumba Road in Northern Division (Proc Ref: IGAN 773/Wrks/2017-18/00014) at UGX 45,000,000 under URF was in Proc plan 2017/18 and on page 4 of AWP 2017/18.</p> <p>vi. Drainage Construction along Kyeyago Road in Northern Division (Proc Ref: IGAN 773/Wrks/2017-18/00013) at UGX 30,000,000 under URF was in Procurement plan 2017/18 and on page 4 of AWP 2017/18. Force Account.</p> <p>vii. Low Cost sealing of Moses Kintu road (Proc Ref: IGAN 773/Wrks/2017-18/00017) at UGX 230,106,800 under URF was in Procurement plan 2017/18 and on page 4 of AWP 2017/18.</p>	
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<p>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2</p>	<p>In the current Procurement & Disposal Plan FY 2018/19 signed by Town Clerk and submitted to PPDA in a letter dated 12th June 2018 (Ref: PDU/105/1) and bears a receipt stamp of MFPED dated 2nd July 2018, and receipt stamp of PPDA dated 2nd July 2018 and MoLG stamp dated 2nd July 2018 had a total of 29 infrastructure projects (i.e 12 Works, 6 Health, 4 Education, 1 production, 6 Health annex) were included. But the new IPFs (i.e. Sector Guidelines & Budget Guidelines to LGs affecting PHC wage and non-wage in Health sector and Education Sector conditional grants) issued by MFPED in July 2018. This led to the review of the above procurement plan to cover only the 6 infrastructure projects listed below.</p> <p>However a total of 1 bid documents covering all 12 roads projects (i.e road works using framework contracts) were approved by Iganga MC Contracts Committee on 5th June</p>	<p>0</p>

2018. Therefore the percentage was calculated to be 41.4% which was less than 80% required by the LGPA manual of June 2018.

The 10th Iganga MC Contracts Committee sitting on 5th June 2018 under Min 10(06)/IMCC/06/2018 reviewed and approved bidding documents for the various categories i.e works, services for FY 2018/19 are indicated below ;

Works Department:

- S/N 29: Construction of part of the Administration office Block estimated at UGX 50,000,000 under funding from Council was on Procurement Plan 2018/19.
- Construction of Drainage channel along Kyeyago Road 0.1km (Proc Ref: IGAN 773/WRKS/2018-19/002) at UGX 30,000,000 under URF. Framework contract used was in Procurement Plan 2018/19.
- Construction of Drainage channel along Cemetery Lane Road 0.1km (Proc Ref: IGAN 773/WRKS/2018-19/003) at UGX 30,000,000 under URF. Framework contract used.

However, the following infrastructure projects below did not have bid documents ready/ approved by Contract Committee by 30th August 2018.

Education Sector projects:

- S/N 6: Construction of a 4 in one Teacher's House at Iganga M/C primary School (Proc Ref: IGAN 773/WRKS/2018-19/019) estimated at UGX 80,537,227 under SFG in Proc Plan 2018/19.
- S/N 9: Construction of a No.6 Stance Water borne Toilet plus 1 changing room at Buligo P/S (Proc Ref: IGAN 773/WRKS/2018-19/022) at UGX 32,400,000 under SFG in Proc Plan 2018/19.

Health Sector projects:

- Co-funding for construction of a Ward at Iganga Municipal Council HCIII (Proc Ref: IGAN 773/WRKS/2018-19/018) estimated at UGX 13,000,000 which was revised to 11,000,000 was in Proc Plan 2018/19.

The revised and updated Procurement Plan FY 2017/18 was submitted to PPDA as shown in a letter (REF: CR/213/6) dated 29th June 2018. It has a receipt stamp of PPDA dated 29th June 2018 and MFPED dated 29th June 2018. Section 58 (4&5) of the PPDA Act 2003 allows the procuring & disposing entity to review and updated its procurement plan.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>There was a Contract Register updated up to 29th June 2018 with complete procurement activity files for all procurements made in FY 2017/18. It had columns indicating the Date of entry, Registration number, subject of procurement, Department, LPO Number, Provider, Amount, Name of contractor and user department, and signature.</p> <p>For example, from a sample of 5 projects with serial numbers listed below;</p> <ul style="list-style-type: none"> • Supply of Gravel for periodic maintenance of roads works (308km) (Prof Ref No: 165 generated by IFMIS). • Supply of Diesel fuel for clearing works along Moses Kintu Road (Prof Ref No: 209 generated by IFMIS). • Supply of Diesel fuel for grading the Kinyiri road (Prof Ref: 196 generated by IFMIS). • Supply of Murrum for Teeffe Swamp (201 trips) (Prof Ref No: 248 generated by IFMIS). • Supply of billboards, wooden according to Engineer's director and fixed (Proc Ref No. 207) dated 11th June 2018. 	2
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>Iganga MC adhered to the procurement thresholds. For example, from the sampled projects below, indicated compliance with the procurement thresholds & method of procurement under framework contracts which allowed to procure goods and services so long as it fits within the rates of Iganga MC.</p> <p><u>Framework contracts (F/C) applied for the following projects:</u></p> <p>supplies under the Framework Contract for:</p> <ul style="list-style-type: none"> • Revenue collection (Proc Ref: IGAN 773/Supls/17-18/00001). • Supply of both Printed, Assorted Office Stationery (Proc Ref: IGAN 773/Supls/17-18/00027). • Supply of Computers, Laptops, Computer Accessories, Storage devises, Cartridges, Printers, Repairs, Maintenance and servicing of all IT equipment (Proc Ref: IGAN 773/Supls/17-18/00027b). • Supply of General Office Furniture, and Fittings, Repair and Maintenance, Fixing of Curtains Boxes, Office curtains, Fans, Wall Clocks and Locks (Proc Ref: IGAN 773/Supls/17-18/00029). • Provision of catering services, Events Management services, Workshops (Proc Ref: IGAN 773/Supls/17- 	2

		<p>18/00039).</p> <ul style="list-style-type: none"> • Provision of Cleaning and Sanitation Services of Office and Open Public Places (Proc Ref: IGAN 773/Supls/17-18/00039). <p><u>Force on Account (FoA) applied for the following projects:</u></p> <p>i. Drainage Construction along Kyeyago Road in Northern Division (Proc Ref: IGAN 773/Wrks/2017-18/00013) at actual price of UGX 30,000,000 under Force Account using framework contracts.</p> <p>ii. Installation of Culverts along Mufumba Road in Northern Division (Proc Ref: IGAN 773/Wrks/2017-18/00014) at actual price of UGX 45,000,000 under Force Account using framework contract.</p> <p>iii. Drainage Works along Kinyiri Road in Central Division (Proc Ref: IGAN 773/Wrks/2017-18/00015) at actual price of UGX 18,000,000 under Force Account using framework contract.</p> <p>iv. Stone Pitching along Mpindi Road in Northern Division (Proc Ref: IGAN 773/Wrks/2017-18/00016) at actual price of UGX 18,000,000 under Force Account using framework contract.</p> <p>v. Low Cost sealing of Moses Kintu road (Proc Ref: IGAN 773/Wrks/2017-18/00017).</p>	
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>All works projects implemented in the previous FY 2017/18 were appropriately certified. Interim and completion certificates based on technical supervision were on file and attached to the payment vouchers. For example,</p> <ul style="list-style-type: none"> • Completion certificates were on file for the following road works projects implemented using Framework under Force Account: • Final Completion Certificate dated 30th March 2018 signed by the Municipal Council Engineer (Project Manager) for the Drainage Construction along Kyeyago Road in Northern Division • Final Completion Certificate dated 30th March 2018 signed by the Municipal Council Engineer (Project Manager) for the Drainage Construction along Mufumba Road in Northern Division (<i>Proc Ref: IGAN 773/Wrks/2017-18/00014</i>) at actual price of UGX 45,000,000 under Force Account using framework contract. • Final Completion Certificate dated 30th March 2018 signed by the Municipal Council Engineer (Project Manager) for the Drainage Construction along Kinyiri Road in Central Division (<i>Proc Ref: IGAN 773/Wrks/2017-18/00015</i>) at actual price of 	<p>2</p>

UGX 18,000,000 under Force Account using framework contract.

- Final Completion Certificate dated 29th June 2018 signed by the Municipal Council Engineer (Project Manager) for the Drainage Construction along Mpindi Road in Northern Division (*Proc Ref: IGAN 773/Wrks/2017-18/00016*) at actual price of UGX 18,000,000 under Force Account using framework contract.

- Low Cost sealing of Moses Kintu road (*Proc Ref: IGAN 773/Wrks/2017-18/00017*).

List of reports on file are below.

Brief report dated 18th July 2017 on the inspection of projects works of Iganga MC/Construction of Wards at Iganga Municipal Council HCIII in Northern Division (*Proc Ref: IGAN 733/WRKS/2016-17/00021*). It was addressed to the Town Clerk (*Ref: CR/ENG/213/2*) signed by the Senior Assistant Engineering Officer/Project Supervisor. This project was for FY 2016/17 but IMC has been co-funding with Daventry Friends of Iganga (DFI) it in phases. The contract is M/S Kasokoso Services Ltd.

- There was a Monitoring & Inspection Report dated 29th June 2018 by SEO for the stone Pitching (Drainage) works along Mpindi road, Mufumba road, Kyeyago road, and Kinyiri road in both Central & Northern divisions. The report stated that casual labourers lacked the personal protective equipment (PPE) e.g gumboots and gloves and ovals for occupational health and safety. Lack of employment opportunities for women i.e. its only men employed. Debris (Soil materials and builders) is sometimes left on the site. There was also an Activity report dated 30th Jan 2018 on Environment Impact Assessment on Roads. The EIA was conducted on the roads identifying several environment concerns. Subsequently, environment mitigation measures were suggested by the SEO submitted to the Town Clerk.

- Report dated 6th April 2018 for Stone Pitching on Mufumba Road. It also had pictures showing status of road and environment, social health and safety issues on site.

- Report dated 25th May 2018 for Stone Pitching on Kyeyago Road.

- Report dated 27th July 2018 for Stone Pitching on Moses Kintu Road.

- Report dated 27th Feb 2018 for Stone Pitching on Moses Kinyiri Road.

- Report dated 28th June 2018 for Stone Pitching on Mpindi Road.

<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>A sample of five (5) Roads works done in FY 2017/18 indicated that site boards specified project costs. For example;</p> <ol style="list-style-type: none"> Low cost sealing of Moses Kintu Road had site board showing actual project costs. Picture were on file as well. Mufumba road had site board showing actual project costs. Mpindi road had site board showing actual project costs. Kyeyago road had site board showing actual project costs. Periodic maintenance of Kaziziko road & Kiregeya road. <p>Report on Force on Account works in FY 2017/18 dated 31st July 2018 was on file showing site boards which indicated project cost (UGX 235,107,000) under URF funding on Low sealing of Moses road. It also had HIV&AIDS awareness and prevention message (AIDS Kills, Abstain, Be faithful and use a Condom). Pictures were also on file and were also seen during site visits by the LGPA team.</p>	
Financial management			

The LG makes monthly and up to-date bank reconciliations

Maximum 4 points on this performance measure.

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

The LG maintained a total of 9 Accounts. The MC provided BRS for only 2 accounts and were not done on time as stipulated in the LG Financial and Accounting Regulations ,2007 Sec 73 as evidenced below;

1. IGANGA MC TR- *BOU*

A/c No. 004230528000000

June 2018 reconciliation was done on 08 Oct 2018

April 2018 was un-reconciled with a balance of shs 6,707,656

March 2018 was un-reconciled with a balance of shs 7,907,656 under payments and shs 1,200,000 under receipts.

Dec 2017 was also unreconciled with shs 7,438,194 under payments and shs 7,438,194.

2. IGANGA MC A/C- *Centenary Bank*

A/c No- 4812100031

July 2017 was unreconciled with a balance of shs 4,009,625

June 2018 was not reconciled with a balance of shs 580,000

May 2018 reconciliation was done on 30 June 2018

Feb 2018 reconciliation was done on 30 June 2018

The Bank reconciliation statements were not signed by the Head of Finance as required by the Local Government Financial and Accounting Regulations 2007. Part VII Sec 73.

<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>The MC did not make timely payments to suppliers during FY 2017/2018 as evidenced by the sample below;</p> <p>As per contract between Tata Uganda Limited and Iganga MC (Igan733/supls/16-17/00020) for the supply of a 4 wheel double cabin pick-up for the Education department payment terms were laid out. The 2nd instalment (shs 17,500,000) was paid 05 Dec 2017 as opposed to end of Sept 2017. The 4th instalment (shs 25,000,000) was also paid on 26 June 2017 as opposed to end of March 2018. However the 3rd instalment (shs 21,000,000) was paid on time (05 Dec 2017).</p> <p>Payment of shs 12,721,357 (Vch 16657053) to Kasokoso Services Limited for the construction of Health Centre III storage building was made on 08 Feb 2018. This was paid 5 months after a requisition form the supplier dated 25 Sept 2017.</p> <p>Payment of shs 3,500,000 (Vch 18378060) to Delta Petroleum for generator fuel for IFMS was requested for on 20 June 2018 and paid on 22 June 2018</p> <p>2 out of the 3 samples taken were not paid on time. The MC Treasurer attributed this to delayed quarterly releases.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>With reference to a correspondence dated 04 Feb 2013 Ref: CR/IMC/160/1, Mr Sebidde Hussein was appointed on attainment of a higher qualification under DSC Min. 70/2013(b) as the Internal Auditor scale U4 with a transfer from Iganga DLG to MC. The MC did not have a substantively appointed Senior/Principal Internal Auditor.</p> <p><i>(Source: Personnel File)</i></p>	<p>0</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG produced all quarterly reports as required by the LG Act Sec 90.</p> <p>Quarter 1 report dated 31 Oct 2017 received by Directorate of Internal Audit on 08 June 2018.</p> <p>Quarter 2 report dated 31 Jan 2018 received by Directorate of Internal Audit on 26 July 2018.</p> <p>Quarter 3 report dated 30 April 2018 received by Directorate of Internal Audit on 26 July 2018.</p> <p>Quarter 4 report dated 31 July 2018 received by Directorate of Internal Audit on 20 Sept 2018</p> <p><i>The Council copies of the quarterly audit reports were delivered by the registry</i></p> <p><i>References to Internal Audit meeting minutes.</i></p> <p>There were no Internal Audit meeting minutes availed for review. The IA department did not hold any formal meetings as explained by the Internal Auditor.</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of</p> <p>internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The LG did not provide status of implementation to Council and PAC of audit findings for FY 2017/18. And there was no follow-up on all audit queries in all quarterly reports.</p> <p><i>Reference to PAC minutes & Reports;</i></p> <p>The Secretary PAC attributed this to the expiry of PAC. At the end of FY 2016/17 PAC expired but the council only approved new members on 16 Nov 2017 under Council Min. 41/11/16/17/IDL. PAC did not discuss any quarterly reports.</p>	<p>0</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>All 4 quarterly reports were submitted to MC Accounting Officer (TC) as elaborated below;</p> <p>SUBMISSION TO TC/ACCOUNTING OFFICER</p> <p>Quarter 1- 05 May 2017.</p> <p>Quarter 2- 29 Jan 2018</p> <p>Quarter 3- 30 April 2018</p> <p>Quarter 3- 04 Oct 2018</p> <p>There was no evidence to show submission of quarterly reports to PAC.</p> <p><i>Reference to PAC minutes;</i></p> <p>There were no PAC minutes for review . There was no evidence of review and follow-up of Internal Audit reports.</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 assets register format used by the LG was not the one required by the Local Government Accounting Manual (Forms AC33 (a), (b) and (c)). The assets register lacked a lot of details like cost and specifications for the assets.</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 MC had an unqualified audit opinion as per AG's Report. (Source: Report of the Auditor General to Parliament for FY ended 30 June 2018; Annexure IV; 4.2)</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>In the Council sitting of May 31st, 2018 under IMC/FC/044/05/18; Discussion and approval of budget and work plans for 2018/2019</p> <p>Council sitting on 19th April 2018: Under minute; IMC/FC/038/04/18 Discussion and approval on partnership between Iganga Municipal Council and Transform (NGO) in a bid to manage solid waste by setting up solid management plant at Buluza</p> <p>Full Council sitting on December 21st 2017 under minute: IMC/FC/025/012/17:</p> <p>Discussion and approval of Mayor's status report e.g SMART city project that is intended to improve infrastructure development in the Municipality under world bank.</p> <p>Under Minute IMC/FC/026/012/17:</p> <p>Discussion and approval of Municipal Bye- laws i.e solid waste management, street parking, stray animals</p> <p>Full Council sitting on 24th August, 2017, under minute IMC/FC/014/08/17 Discussion and approval of having a specific event for keeping Iganga Clean</p> <p>Under minute: IMC/FC/050/08/18: Discussion and approval of recommendations on elevation of Prison Health Centre II to Health Centre III status.</p> <p>Full Council Sitting On 30TH August 2018, under minute IMC/FC/050/08/18: Discussion and approval of construction of seed school at Nakavule Primary School</p> <p>Council sitting on 21/12/2017 under minute IMC/FC/026/012/2017: discussion and approval of Municipal Compendium Bylaws (traffic and road safety in the MC, Solid Waste Management by law, animals, corpses and carcasses bylaw, street traders, food sellers and hawkers bylaw 2017)</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"> Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>Iganga MC has appointed a staff Ms. Nabatyanga Maureen, the Municipal Assistant TC as a Complaint Desk Officer; earlier in FY the then Town Clerk Mr. Kimbowa Joseph had assigned her the same role in a letter dated July 10th, 2017. Duties include; receiving and recording all complaints from the different stakeholders, providing and coordinating with TC's office and other HoDs to offer the complainants appropriate feedback; feeding the rewards and sanctions committee with information in case the culprit requires its action. A letter dated July 13th, 2018; ref. IMC/156/1/18. Signed by the Mr. Kasana Daniel, the Deputy Town Clerk.</p>	<p>1</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>Iganga MC has specified a system for recording, investigating and responding to grievances. Complaints register book exists opened on July 23rd, 2018. The book capture grievances like: fraud, non-payment of salaries, Management of projects—OWC, land disputes, irregular loan deductions from employees, service delivery facilities and actions taken.</p> <p>Documented evidence of feedback management in Last FY is contained in a: Report on Grievances Handled for FY 2017/18, dated June 21st, 2018. Ref: CR/IMC/900/1/18 by the Desk officer</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>Iganga Municipal Council has published information on noticeboard ie, LG staff payroll (September 2018) and pensioner payment schedule (September 2018).</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>The Municipal Council PDU has displayed procurement plan, best evaluated bidders, prequalification list 2018/2019.</p>	<p>1</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>Iganga MC performance assessment results and implications for FY 2016/17 are published to the citizens; (budget website by MoFPED), radio, and notice. The MC dissemination report dated August 1st, 2018. The Planner presented the LGPA 2016/17 results under Min/IMC/TPC//08/08/18. Iganga MC got 28% overall score and ranked 137th out of 138 LG assessed.</p> <p>The TPC meeting resolved due to the poor results the MC returned last year, members were asked to start preparations for next assessment immediately.</p> <p>TPC formed a committee of 4 to conduct the Mock assessment. They were urged to use the new LG Performance Assessment Manual dated June 2018.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that 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 that the Municipality has communicated and explained guidelines, circulars and policies issued by the national level to LLGs eg on October 5th, 2018, Municipal LLGs received DDEG guidelines from the Town Clerk under a letter ref: IMC/212/1/18. In another communication to LLGs; ref: IMC/101/1/17, date 19th/12/2017, signed by Mr. Joseph Kimbowa the Town Clerk: Submission of IPFs for FY 2018/19 for purposes of planning for the next financial year.</p> <p>Guidelines were explained to the technical staff and action plan was attached.</p>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>The Municipality in the previous FY conducted discussions with citizens on 11th/04/2018 at the Central Market. In the two Divisions ie Northern and Central. Issues included: sensitize communities on ground rent and property tax, and get feedback on program implementation and service delivery in health and education.</p> <p>Feedback from community members were on uncollected garbage, uncovered garbage trucks, roaming cattle, lack of good public toilets, security lights in the Markets, and streets, poor hygiene in the town (Kigobero and Grand) and harsh enforcement unit especially on new developers-confiscation of property at site.</p> <p>The MC has a schedule of radio talk shows with the feedback manager/ complaints Desk Officer, HoDs, Mayor. Evidence, a communication from (Anti –corruption Coalition Busoga, dated 15/08/208 where health inspectors of Northern and and Central division for a talk show). These radio programs provide feedback on activity implementation, resources used etc.to citizens. Radio Stations used are: RFM amd EYE FM in Iganga Town</p>	
Social and environmental safeguards			

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.

Gender focal person (GFP) & CDO provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities. For example,

TPC meeting 18th Sept 2017 under Min 03/TPC/28/09/17 indicated that the PCDO presented on Guidance on Gender mainstreaming. Ag. PCDO explained the meaning of gender mainstreaming and the importance and why they should mainstream gender in their activities. She emphasized that it was important for all departments to mainstream gender in their activities if they were to achieve their objectives.

Education Sector: Gender guidelines dissemination meetings for Senior Men & Women Teachers which took place on 9th May 2018. Under Min 04/05/2018, the Acting PCDO (Andrew Mugabi) explained to the participants the meaning of gender and emphasized gender mainstreaming. The guidelines were on water and sanitation (WASH) for schools but focused on menstrual hygiene. He explained the meaning of menstrual hygiene, the importance and its impacts on education. Emphasis was put around this for the purpose of girl's retention at school, well-being and health development of the children. SWTs should provide changing rooms, extra uniforms and pads for these children. SWTs should be trained in making re-usable sanitary pads given that some parents/guardians may have the capacity to buy the pads which easily expose the children to diseases. Every school was encouraged to mainstream gender activities in all school budgets.

Community Sensitization on Low Cost sealing of Moses Kintu road held on 22nd Feb 2018 in Silve Ward/Nkono II. Under Min 4/22/18 the PCDO pointed out the issues of HIV&AIDS prevention given that various people would be around as road workers. Also unwanted materials or waste should not be dumped into the roads.

Iganga Prisons HCII management meeting on 19th August 2017 under Min 04/08/2018: The Ag. PCDO advised that the committee should always have both male and female representation. He requested the in charge to always consider the youths and children and in any manner they come to them. Some of them are facing challenges of GBV and some are street children who might have run away from home due to being infected HIV/AIDS and are marginalised.

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>The gender focal point and CDO planned 2 activities for current FY 2018/19 to strengthen women's roles and address vulnerability and social inclusion.</p> <p>Examples of planned activities per output included are;</p> <ul style="list-style-type: none"> <u>Output 108107: Gender mainstreaming:</u> CBS planned sensitization of communities on crosscutting issues i.e gender and social aspects. Reducing and managing of risk of women and other vulnerable groups. Estimated at UGX 1 million per quarter and overall total cost of UGX 4,000,000 on page 75 & Page 128 of AWP 2018/19. <u>Output 108102: Probation & Welfare Support:</u> Monitoring, Supervision organisation of Women and Youths groups under UWEP and YLP respectively estimated at UGX 220,376,000 on page 126 of AWP 2018/19. <u>Output 108114: Representation on Women's Councils:</u> The attitude of women towards working towards poverty alleviation for all estimated at UGX 1,000,000 was on page 130. Of AWP 2018/19. <p>However, out of the actual total expenditure of UGX 90,005,099 less the wage bill of UGX 19,101,282 in FY 2017/18 for CBS, only UGX 70,903,817, was spent on gender activities/vulnerability/social inclusion (78.78%). The figures were obtained from the Iganga MC Financial Statement for FY ended 30th June 2018 stamped by the Town Clerk. The copy bearing a receipt stamp of OAG was not on file. CFOs said that it had been taken by the auditors.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>Records on files from a sample of 5 projects below showed that the all projects were screened by the Senior Environment Officer (SEO) only. Environment, Social, health and safety issues were screened and clearly shown on the ESSF form.</p> <p>ESSF and ESMPs were on file for the following infrastructure projects for FY 2017/18:</p> <p><u>Under Health Sector:</u></p> <p>viii. ESSF dated 4th August 2017 signed by Environment Officer (Edward Balaba) and Principal Community Development Officer (PCDO) for the Construction of Wards at Iganga Municipal Council HCIII in Northern Division (Proc Ref: IGAN 733/WRKS/. ESMP dated 17th August 2017 was on file signed and stamped by the Municipal Environment Officer only without CDO.</p> <p><u>Under Works department:</u></p> <p>ix. ESSF dated 3rd August 2018 signed by Environment Officer (Edward Balaba) and Principal Community</p>	<p>1</p>

Development Officer (PCDO) for the Stone Pitching along Mpindi Road in Northern Division.

x. ESSF dated 3rd August 2017 signed by Environment Officer (Edward Balaba) and Principal Community Development Officer (PCDO) for the Drainage Works along Kinyiri Road in Central Division.

xi. ESSF dated 4th August 2017 signed by Environment Officer (Edward Balaba) and Principal Community Development Officer (PCDO) for the Installation of Culverts along Mufumba Road in Northern Division.

xii. ESSF dated 3rd August 2018 signed by Environment Officer (Edward Balaba) and Principal Community Development Officer (PCDO) for the Drainage Works along Kinyiri Road in Central Division.

xiii. ESSF dated 4th August 2017 signed by Environment Officer (Edward Balaba) and Principal Community Development Officer (PCDO) for the Drainage Construction along Kyeyago Road in Northern Division.

xiv. ESSF dated 3rd August 2017 signed by Environment Officer (Edward Balaba) and Principal Community Development Officer (PCDO) for the Gravelling/Murraming of Gwaivu Road in Central Division

xv. ESSF dated 3rd August 2017 signed by Environment Officer (Edward Balaba) and Principal Community Development Officer (PCDO) for the Gravelling/Murraming of Gasemba Road in Central Division

For example, Community Sensitization on Low Cost sealing of Moses Kintu road held on 22nd Feb 2018 in Silve Ward/Nkono II. Under Min 4/22/18 the PCDO pointed out the issues of HIV&AIDS prevention given that various people would be around as road workers. Also unwanted materials or waste should not be dumped into the roads. Under Min 6/22/18 the Environment Officer cautioned community members about child labour and that people should not send children to work. SEO offered trees to be planted along the roadside. Called upon people to report tendencies of shoddy work.

NOTE:

ESMP dated 31st August 2017 signed and stamped by the Municipal Environment Officer for all road works. CDO did not endorse ESMPs for road works under Force Account.

<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>A sample of 5 infrastructure projects below indicated that Iganga MC integrated environmental and social management and health and safety plans in the contract bid documents in FY 2017/18. For example;</p> <p>Roads & Works sector:</p> <p>All roads were done under Force Account using framework contracts in FY 2017/18. Suppliers only provided murrum and road materials and other supplies procured using framework contract under the Force Account.</p> <p>The Quarterly reports (planned for road works) submitted to Uganda Road Fund (URF) planned and budgeted for environment and crosscutting issues at UGX 7,321,000 and UGX 14,000,000 respectively signed and stamped by the Town Clerk and Municipal Engineer. For example,</p> <ul style="list-style-type: none"> Quarter 1 report dated 18th October 2018. Quarter 2 report dated 1st February 2018. Quarter 3 report dated 17th April 2018. Quarter 4 report dated 8th September 2018. 	<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 all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>A sampled of five (5) infrastructure projects implemented in FY 2017/18 below indicated the all projects were implemented on land where the LG has proof of ownership (e.g. a land title, agreement, MoU etc..). For example,</p> <p>Under the Roads works Sector:</p> <p>Roads & Works sector projects under the Force on Account: Roads are public goods. Iganga MC just paid a contractor to deliver murrum and other road construction materials on site using framework contracts under the Force Account.</p> <ol style="list-style-type: none"> Drainage construction/Stone Pitching on Mufumba Road. Drainage construction/Stone Pitching on Kyeyago Road. Drainage construction/Stone Pitching on Moses Kintu Road. Drainage construction/Stone Pitching on Moses Kinyiri Road. Drainage construction/Stone Pitching on Mpindi Road. 	<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 all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>The list of at least five (5) sampled projects below indicated that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer only <u>without the CDO</u>.</p> <p>i. Environment Certificate form (Ref: ENV/155/5/18) dated 21st July 2018 was signed by the Senior Environment Officer (Edward Balaba) only without the CDO.</p> <p>Road works under Force on Account:</p> <p>Only Completion report done by the Engineer. The reports indicates status of implementation.</p> <p>ii. Drainage Construction/Stone Pitching along Mpindi Road in Northern Division.</p> <p>iii. Drainage Construction/Installation of Culverts along Mufumba Road in Northern Division.</p> <p>iv. Drainage Works along Kinyiri Road in Central Division.</p> <p>v. Drainage Construction along Kyeyago Road in Northern Division.</p> <p>Low cost ceiling along Moses Kintu Road in Northern Division.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>Records on file indicated that the contract payment certificates did not include prior environmental and social clearance signed and stamped by the Environment Officer (EO) and CDO. There was no evidence on file for ongoing and completed projects under Force Account which were implemented by the Works department of IMC from a sample of 5 roads (Kyeyago road, Moses Kintu road, Kinyiri road, Mpindi road, and Mufumba road).</p> <p>According to the EO, the environment and social clearance is done at the end of the projects once the Defects Liability Period (DLP) of 6 months elapses so that contractors get paid.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>There was no monthly or quarterly activity/monitoring reports on the implementation of mitigation measures on Capital Development Projects signed and stamped by Environment Officer (EO) only. For example;</p> <ul style="list-style-type: none"> i. Report dated 13th July 2017 signed & stamped by Senior Environment Officer (Edward Balaba) only without the CDO. Field inspection was done on 2nd July 2018 that informed the above report. ii. Monitoring reports by the EO & CDO were not on file. <p>Therefore, the SEO & CDO did not write monthly report(s) indicating; a) completed checklists, b) deviations observed with pictures, c) corrective actions taken for all infrastructure projects.</p>	<p>0</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<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>Iganga Municipal Council 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. As presented in the performance contract, staff list MC had 179 government teachers as of FY 2018/2019 with wage bill provision of 1,303,038,010.</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>Iganga Municipal Council 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. As the 5 sampled P/S, It was observed that same teachers as indicated in the staff lists at the Municipal Council Offices were actually deployed in the schools.</p> <p>For example: Iganga Municipal Council P/S had 31 teachers, Nakavule P/S had 28 teachers, Igamba P/S had 30 teachers, Kasokoso P/S had teachers 32 and Buliigo P/S had 20 teachers</p>	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>As per the staff structure FY 2017/2018 Iganga Municipal Council approved 200 teachers, filled 181 and gap 19 with percentage filled posts 91%. Recruitment plan FY 2017/2018 was submitted on 28th/12/2017 to Ministry of Public Service that permitted recruitment for the post of 1 head teacher and 3 Senior Education Assistants in a letter dated 15th/01/2018.</p> <p>As it was indicated on file Iganga MC advertised for the recruitment of 1 head teacher and 3 Senior Education Assistants under internal advert No 2 of 2018 dated 26th/04/2018 with a wage bill provision of 1,303,038,010.</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>Iganga Municipal Council didn't fill all positions of school inspectors as per staff structure that required 2 inspectors. As indicated on file, Education department had one inspector Kabambwe Bernard that was appointed promotion or transfer within service under DSC under minute number 194/2012 as inspector of schools on 28th/06/2012.</p>	<p>0</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>As observed on file Iganga Municipal Council Education department submitted a recruitment plan to HRM to fill positions of 1 head teacher, 4 senior education assistants and 16 education assistants for the current FY 2017/2018 on 13th/08/2013.</p>	<p>2</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>As presented on file, Iganga Municipal Council Education department submitted a recruitment plan to HRM to fill position of an assistant school inspector for the current FY 2018/2019 on 13th/08/218.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>There is only one school inspector in this LG.</p> <p>Ms. Kabambwe Benard and was appraised by Mr. Mawanda Edward Ag. Principal education officer on 29th June 2018</p>	<p>3</p>

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>There are 7 Primary School Head Teachers and evidence from personnel files show that 6 Primary School Head Teachers have their performance agreements and reports on file.</p> <p>Examples of those are;</p> <p style="text-align: center;">Mr. Sizoomu David Henry</p> <p>Kasokoso P/S</p> <p>Performance agreement and report were signed on 28th Feb 2017 and 21st Dec 2017 respectively.</p> <p>Ms. Kisinya Fatuma</p> <p>Noor Islamic P/S</p> <p>Performance agreement and report were signed on 23rd Jan 2017 and 31st Dec 2017 respectively</p> <p>Ms. Kalembe Lucy</p> <p>Igamba P/S</p> <p>Performance agreement and report were signed on 24th Feb 2017 and 20th Dec 2017 respectively.</p> <p>Ms. Kighala Faith</p> <p>Nakavule P/S</p> <p>Performance agreement and report were signed on 27th Feb 2017 and 21st Dec 2017 respectively.</p> <p>Ms. Babuleka Joy Getrude</p> <p>Iganga Municipal Council P/S</p> <p>Had no performance agreement and report on file.</p> <p>Mr. Aligyawa Simon</p> <p>Buliigo P/S</p> <p>Performance agreement and report were signed on 24th Feb 2017 and 22nd Dec 2017 respectively.</p> <p>Mr. Kintu Ali Kakaire</p> <p>Bugumba Noor Islamic P/S</p> <p>Performance agreement and report were signed on 12th April 2017 and 13th Dec 2017 respectively.</p> <p>Appraisal done represented 86%</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 communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>As presented on file, circulars, guidelines and policies that were communicated included the following:</p> <p>Circular No.10 National roll out of vaccine against cancer of the cervix received on 12th/02/2018, Operation of unlicensed /un registered schools dated 16th/01/2017 was communicated on 31st/01/2017 during the meeting that was held at Kasokoso P/S and 36 head teachers attended, Circular that was received on 22nd/06/2017 on school feeding program in education institutions communicated on 1st/06/2018 and 33 head teachers attended.</p> <p>As observed in the 5 sampled schools that presented circulars, guidelines and policies were Nakavule P/S that had on file teacher presence and time on task dated 3rd/07/2017, Kasokoso P/S that presented on file National roll out of vaccine against cancer of the cervix HPV vaccine that was received on 12th02/2018, Iganga Municipal Council P/S on file observed teacher presence and time on task circular dated 3rd/07/2017. However Buliigo P/S and Igamba P/S there was no circulars, guidelines and policies presented.</p>	<p>1</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Iganga Municipal Council Education Departmental meeting that was held on 31st/01/2017 at Kasokoso P/S under minute number 06.01.2017, PEO sensitized head teachers of private schools to get licensed before operation. Meeting that was held at Nakavule P/S under minute number V/06/2018 PEO emphasized that parents should feed their children.</p>	<p>2</p>

<p>The LG Education De- partment has effectively inspected all registered primary schools²</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Inspection report dated 28th/06/2018 inspected 50 both public and private primary schools Report dated 22nd/03/2018 inspected 60 out of 78 both public and private schools and report dated 16th/02/2018 inspected 52 both public and private schools. Total schools inspected were 234 schools representing 69%.</p> <p>As the 5 sampled schools, it was observed on file that schools were inspected once per term and reports produced as observed in the visitors book. For example:</p> <p>Buliigo P/S 21st/02/2017, 9th/03/2017, 29th/05/2017, 14th/06/2017, 27th/07/2017, 20th/10/2017, 19th/02/2018, 11th/04/2018, 22nd/06/2018.</p> <p>Nakavule P/S 13th/06/2017, 14th/07/2017, 19th/10/2017, 23rd/11/2017, 27th/02/2018, 22nd/03/2018, 6th/04/2018.</p> <p>Kasokoso P/S 8th/06/2017, 8th/08/2017, 25th/09/2017 19th/02/2018, 23rd/03/2018, 4th/06/2018.</p> <p>Igamba P/S 13th/06/2017, 4th/08/2017, 26th/09/2017, 13th/10/2017, 26th/02/2018, 12th/03/2018, 21st/06/2018.</p> <p>Iganga Municipal Council P/S 26th/06/2018, 20th/03/2018, 6th/06/2017, 5th/07/2017, 9th/08/2017, 2nd/10/2017.</p>	<p>3</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>As presented on file MC held education staff meeting together with head teachers and deputies on 7th/02/2018 and under minute 04/Educ. Dept. Mtg/2018 Municipal Council Inspector of Schools advised them to visit other schools to find out the cause of good performance, use of blue books for support supervision and also to interview the new entrants.</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>LG Education department submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES) on 16th/02/2018 for quarter 1 and 2, quarter 3 and 4 was submitted on 28th/06/2018.</p>	<p>2</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>Buliigo P/S inspection feedback report dated 28th /05/2018 recommended teachers to work on the classroom environment and community to provide additional land for playground.</p> <p>Nakavule P/S inspection report dated 11th/06/2018 recommended SMC to provide budget for teachers accommodation and report that was dated 25th/04/2018 encouraged head master to mobilize parents for more latrine stances and classrooms.</p> <p>Kasokoso P/S inspection report dated 30th/05/2018 recommended SMC and school administration to mobilize all parents to feed children.</p> <p>Igamba P/S inspection feedback report dated 9th/03/2018 recommended that parents should feed their children.</p> <p>Iganga Municipal Council P/S report dated 31st/05/2018 recommended teachers to check and mark learners and SMC members to consider provision of additional water sources at school.</p>	<p>4</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • 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>LG submitted 7 schools that were consistent through PBS system and EMIS reports on 7th/08/2018.</p>	<p>5</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>Submitted 5552 pupil enrollment through PBS on 7th/08/2018.</p> <p>However PBS submissions indicated 5552 pupils' enrollment whereas EMIS report submissions indicated 5587.</p>	<p>0</p>

Governance, oversight, transparency and accountability

<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>Social Service Committee meeting sitting on 6th March 2018 discussed education service related issues; under minute IMC/PC/04/03/18: Discussion and approval of construction of Seed school at Nakavule Primary School land</p> <p>The Committee discussed a request from Iganga High School for nomination of a MC representative to the board. Council recommended Mr. Wandera Robert as a representative of the Municipality to Iganga High School Board of Governors.</p> <p>The committee discussed encroachers on the school land at Buligo. Council recommended that Buligo Primary School be fenced and the owner of the land be compensated, the outstanding balances.</p> <p>The committee discussed issue of setting up MC public library at Iganga MC P/S. the committee recommended that a team be set up to study the viability of the Public Library.</p> <p>Committee sitting on October 24th ,2017: under minute IMC/PC/04/10/2017 discussion of unlicensed schools in the municipality. Committee recommended that to council tha all illegal schools be closed. Principal education officer to go to communities to sensitize parents not to take kids to illegal schools.</p> <p>Under the same minute, committee discussed the issue of learners going on empty stomach. Committee recommended that a fee be set up for feed of learners in all school. Parents to be sensitized in this.</p>	
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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 education sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that sectoral committee on education presented issues to Council for approval.</p> <p>Committee sitting on 6th March 2018 minute IMC/PC/04/03/18: Recommended to Council approval of construction of Seed school at Nakavule Primary School land</p> <p>The committee recommended that a team be set up to study the viability of the Public Library.</p> <p>Committee sitting on October 24th, 2017:Min. IMC/PC/04/10/2017 recommended that to Council that all illegal schools be closed.</p> <p>Committee sitting on October 24th, 2017: under minute IMC/PC/04/10/2017 Committee recommended that a fee be set up for feed of learners in all school. Parents to be sensitized in this.</p> <p>Under minute IMC/PC/04/03/18: The committee recommended that Buligo Primary School be fenced and the owner of the land be compensated, the outstanding balances.</p> <p>The Committee recommended Mr. Wandera Robert as a representative of the Municipality to Iganga High School Board of Governors.</p> <p>The committee recommended that Buligo Primary School be fenced and the owner of the land be compensated, the outstanding balances.</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>Iganga Municipal Council P/S SMC meeting that was held on 8th/03/2018 under minute number 9/SMC/2018 SMC members talked about lobbying funds to build school gate, meeting that was held on 24th/10/2017 under minute number 3/3/SMC/2017 chairperson informed members about UPE budget and meeting held on 8th/06/2017 under minute number 3/2/SMC/2017 chairman informed members about shortage of toilets.</p> <p>Igamba P/S SMC meeting that was held on, 29th/03/2018 under minute number 04/SMC/2018 head teacher presented PLE results, minute 06/SMC/2018 budget presented. Meeting that was held on 6th/12/2018 under minute number 03/12/2017 head teacher informed members that the school received 8000 liters water tank. SMC meeting held on 7th/03/2017 under minute number 04/2017 head teacher emphasized that 80% to 90% pupils who were in school during the previous year came back.</p> <p>Kasokoso P/S SMC meeting that was held on 4th/10/2017 under minute 12/SMC/2017 chairperson suggested soliciting of funds. Meeting that was held on 29th/09/2017 under minute number 6/SMC/2017 work plan was approved. SMC meeting that was held on 5th/10/2017 budget was approved.</p> <p>Nakavule P/S SMC meeting that was held on 2nd/10/2017 under minute number 3/10/2017 head master pointed out that teachers had been good. Meeting that was held on 27th/02/2018 under minute number 2/2/2018 head master talked about UPE release.</p> <p>Buliigo P/S SMC meeting that was held on 29th/03/2018 under minute number 4smc 29/03/2018 budget was presented and approved. Meeting held on 12th/10/2017 under minute number 5 SMC 12/10/2017 Municipality councilor Hon Kataba suggested and requested to give support to the best two performers in each school.</p>	
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<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>MC Education department didn't publicize all the 5 primary schools receiving non-wage recurrent grants through posting on the municipal public notice board for quarter 1 and 4. Only had on display quarter 3.</p> <p>In the 5 sampled schools only Buliigo P/S, Nakavule P/S, Kasokoso P/S, Iganga P/S and Municipal Council P/S had displayed non-wage recurrent grant in the head teacher's office for public viewing. However Igamba P/S didn't display non-wage recurrent grants for FY 2017/2018.</p>	<p>0</p>
<p>Procurement and contract management</p>			
<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>There was no evidence procurement executed for the education department in the previous FY 2017/2018. According to the work plan there was only completion of payment for the purchase of a double cabin that was procured in FY 2016/2017.</p>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>The MC Education department did not have a lot of supplier payments apart from the purchase of a double cabin for the department from Tata Uganda Limited Procurement No. Igan733/Supls/16-17/00020)</p> <p>The contract provided for 4 installments on hire purchase. However it was not quite clear when the DEO certified payments to Tata Uganda Ltd because there were no generated requisitions from the Education department and neither did the DEO certify on the supplier's requisitions.</p>	<p>0</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 department submitted the annual performance report for the previous FY of all quarter.</p> <p>Q1 report submitted on 05th/ 04/2018</p> <p>Q2 report submitted on 18th/04/2018</p> <p>Q3 report submitted on 06th/07/2018</p> <p>Q4 report submitted on 13th/ 08/2018</p> <p>Quarter 4 was submitted late</p>	<p>0</p>
<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> o If sector has no audit query <p>score 4</p> <ul style="list-style-type: none"> o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>The Education department had audit queries in the 2017/18 Internal Audit Reports. There was no sector letter/submission to the CFO/IA/Accounting officer addressing the queries.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> 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>Municipal Council Education department and the gender focal person (PCDO) disseminated guidelines on how senior women and men teachers should provide guidance to girls and boys to handle hygiene reproductive health life skills during the gender guideline dissemination meeting that was held on 9th/05/2018 and 68 senior women and senior men teachers attended. Gender guidelines were disseminated by AG PCDO Mugabi Andrew who mainly talked about menstrual hygiene under minute 04/05/2018 emphasized how senior women teachers should talk to girls on menstrual hygiene and senior men teachers to talk to boys incase see a girl with stained uniform shouldn't laugh.</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>There was no evidence on file to show that Municipal Council Education department in collaboration with gender department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools.</p> <p>Only evidence provided was a workshop held on 28th/09/2018 about awareness on special needs education.</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>All the 5 sampled schools met the guidelines on gender composition i.e. a third of SMC members must be female.</p> <p>For example:</p> <p>Buliigo/S SMC were 12, 7 males and 4 females.</p> <p>Nakavule P/S SMC members were 12, Ladies 5 Men 7.</p> <p>Kasokoso P/S SMC members were 13, 3 females and 10 males.</p> <p>Igamba P/S SMC members were 12, 7 men and 5 females.</p> <p>Iganga Municipal Council P/S SMC members were 13, 6 females and 7males.</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 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>Municipal Council Education department in collaboration with Environment department issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education during the meeting that was held on 18th/05/2018. Environmental officer disseminated guidelines under minute number 04/06/2018 talked about school compound with well manage grass, formation of environmental clubs, sanitation conditions and environmental management.</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>Environmental Officer didn't screen school infrastructure projects before approval for construction using the checklist for screening of projects (ESSF) by the Senior Environmental Officer in FY 2017/2018 since there was no construction projects that needed screening</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 Environmental Officer and CDO did not visit the sites for all school infrastructure projects to check whether the mitigation plans were complied with since there was no projects that required site visits.</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>Iganga Municipal Council approved staff structure and wage plan for 2018 were available and submitted on 25/9/2018.</p> <p>A three year staff and recruitment structure for the health department health structure was available. Over all the percentage of the positions filled was 74%.</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>Submission for the recruitment plan for 2018/19 dated 9th/8/2018 with attachment of staff structure was done.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>Evidence from health facility list, the LG has two health centres.</p> <ol style="list-style-type: none"> 1. Ms. Kiyemba Jane an enrolled nurse is the in-charge Prisons HC II and was appraised by Mukasa Joseph SMCO on 24th August 2018 2. Mr. Okurut Nelson a clinical officer is the in-charge of Iganga Municipal council HC III and was appraised by Mukasa Joseph SMCO on 18th July 2018 <p>100% Appraisal was done.</p>	<p>8</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>Health workers' list on deployment together with the budget estimates were available for 2018/19 at the health department in Iganga Municipal Council</p>	<p>4</p>
<p>Monitoring and Supervision</p>			

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>No guidelines were communicated to health facilities in the municipality. MOH usually communicates to the districts and implementing partners. Municipal councils most often miss out receiving communication directly from the center as it is always assumed the DHOs communicates to municipal councils yet this sometimes does not happen. However Iganga MC health department communicated the few guidelines received THIS current financial year which was out of the assessment target.</p> <p>However a few guidelines were seen at facilities :</p> <p>In the facilities guidelines were found and they are passed on directly from the DHOs office. Some of the guidelines, policies and circulars obtained included:</p> <p>Circular dated 25/9/2017 on PPDA regulations, classification, description of health care waste classes received in May 2018, Primary health care grants guidelines, chronic HIV care guidelines, family planning for providers.</p> <p>In Iganga Municipality Health Centre III, guidelines and circulars found at the facility were Tuberculosis and Leprosy control program; TB management; programmatic management of drug resistant TB, circular on child health days dated 3/10/2017; Ambulance census dated 12/6/2017.</p>	<p>0</p>
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There were no meeting minutes seen nor any evidence of explanation of guidelines and circulars seen.</p>	<p>0</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Iganga MC did not have a health center IV it supervises neither did it have a hospital. However Supervision reports for Iganga MC Health centre III, Iganga Prisons HCII and Walugogo HCII were available for the 4 quarters included:</p> <p>I. Quarter 01 report dated 13/10/2017</p> <p>II. Quarter 02 report dated 18/01/2018</p> <p>III. Quarter 03 report dated 13/04/2018</p> <p>IV. Quarter 04 report dated 6/7/2018</p> <p>Evidence for support supervision as seen from visitors book for Iganga prisons health center included visits on 02/01/2018; 5/7/2017; 5/8/2017; 15/8/2017; 21/11/2017; 30/1/2018; 1/2/2018; 6/3/2018.</p> <p>At Iganga MCHCIII support supervision visits form the MC were done on 7/11/2017; 25/7/2017; 26/7/2018; 15/8/2018; 6/9/2017;31/10/2017; 24/11/2017;5/12/2017; 12/01/2018;7/3/2018;3/4/2018; 25/7/2018.</p> <p>Walugogo HCII support supervision visits were done on 14/9/2017; 4/9/2017; 15/ 7/2017; 18/7/2017;15/8/2017;8/01/2018/ 01/2/2018.</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>Supervision reports as above were available and support supervision were confirmed at the health facilities in Iganga MC HCIII, Walugogo HCII and Iganga Prison HCII:</p> <p>A. Quarter 01 report dated 13/10/2017</p> <p>B. Quarter 02 report dated 18/01/2018</p> <p>C. Quarter 03 report dated 13/04/2018</p> <p>D. Quarter 04 report dated 6/7/2018</p>	<p>3</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

Maximum 10 points for this performance measure

- 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

From health department meeting dated 4/10/2017 with staff and in-charges, it was emphasized that PHC should priorities electricity bills and EPI activities.

It was recommended that the above activities should be priority in the supervision report discussed at the Technical Planning Committee in a report dated 13/10/2017.

From the MHT meeting dated 8/1/2018, accountability for PHC were discussed.

In the 4th quarter supervision report dated 6/7/2018 garbage collection, water bills were reported. These issues were discussed in the follow up meeting dated 28/7/ 2018 under minute 04.

In the 1st quarter report dated 13/10/17, the MHT reported essential medicines received NMS and were not adequate. This was discussed in the meeting dated 24th/10/2017, minute 04, it was recommended that council writes to MOH for medicine supplement.

In the quarterly progress report dated 27th/02/2018, it was reported that there was need for the health department to get a computer for documentation. There a recommendation in the meeting dated 6/03/2018 that the health department was to procure a computer.

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>In the quarterly progress report dated 27th/02/2018, it was reported that there was need for the health department to get a computer for documentation. There a recommendation in the meeting dated 6/03/2018 that the health department was to procure a computer. Evidence for corrective action the health department has budgeted for a computer to be bought in the 3rd quarter of the current financial year.</p> <p>In the 4th quarter supervision report dated 6/7/2018 which discussed garbage collection and sanitation, sensitization sessions on refuse handled had been planned for in the work plan of the health department.</p> <p>In the report dated 13/10/2017 absenteeism. Late coming and early leaving were reported. On 28/10/2017, a memo was written introduction of daily attendance sheet.</p>	<p>6</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>A printed copy of PBS extract for the health department with a list of facilities receiving PHC grants was available.</p>	<p>10</p>
<p>Governance, oversight, transparency and accountability</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 LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>Committee sitting on 4th /10/2017 under minute IMC/PC/04/10/2017: discussion of a report on general cleanliness by the Municipality and challenge of accessing Bukyaye Land to dump waste.</p> <p>Social Service Committee meeting sitting on 6th March 2018: under minute IMC/PC/03/03/2018: discussed the challenge of disposing garbage in town. Committee recommended to set up sanitation committees at Cell level.</p> <p>In the same sitting, committee discussed the increasing number of patients received at MC HCIII Versus the quantity of drugs received per quarter.</p> <p>Committee recommended that the TC should write to national Medical Stores to increase on the quantity and variety of drugs for MC, health facilities.</p>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>Social Service Committee meeting sitting on 6th March 2018. Recommends the formulation of Health Sanitation Committees at Cell level to assist in drainage management and cleanliness of the Municipality</p> <p>The committee recommended urgent servicing and repairing of garbage trucks.</p> <p>The committee recommended that the Town Clerk should furnish members on the status of exchange of Bukyaye land for solid waste management.</p> <p>Committee sitting on March 6th, 2018 under minute IMC/PC/04/03/2018 discussed the government policy of having HCIII per sub county/Division and that since the northern Division has Iganga MC HCII, members recommended elevation of Nabidoma HCII, to HCIII status to cater for Central Division.</p>	<p>2</p>

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<p>HUMC minutes for all the health centers under Iganga MC included:</p> <p>Iganga Prisons Health Centre II</p> <p>HUMC minutes dated 19/8/2017 – key issues discussed included recruitment of security personnel, supervision, drugs, HIV AIDS counseling and fencing of the health unit.</p> <p>HUMC meeting minutes dated 20/11/2017 that discussed performance of staff.</p> <p>HUMC minutes dated 22/2/2018 – key issues discussed included funds to elevate the facility to HCIII.</p> <p>Funds of the 4th quarter had not been sent to the facility and therefore no meeting had taken place</p> <p>Iganga Municipal Council Health Centre III:</p> <p>HUMC minutes dated 6/7/2017 – key issues discussed included duty roster, late coming and early leaving, duty uniforms among others.</p> <p>HUMC minutes dated 23/3/2018 – key issues discussed included security personnel and team work, absenteeism.</p> <p>HUMC minutes dated 2/1/2018 – key issues discussed included PHC priorities, uniform for staff members and immunization performance.</p> <p>HUMC minutes dated 13/2/2018 – key issues discussed included EPI activities, immunization outreaches, night safety, and staff motivation.</p> <p>Walugogo HCII is a Uganda Police facility and they had not held HUMC meetings due to rampant changes of officers.</p>	<p>4</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>The municipal council noticeboard had publicized all facilities receiving PHC grants.</p>	<p>4</p>
<p>Procurement and contract management</p>			

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>Iganga Municipal Council Health Centre III was constructing a block for the ward in phases and procurement plan contribution from health department was last submitted in the last financial year. There was procurement plan for any investment submitted by 30th/04/2018 for the current financial year.</p>	<p>0</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>No procurement request was available for this current financial year. The budget release made could support any request health request from health department.</p>	<p>0</p>
<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>The MC Health department did not have capital developments for the FY 2017/18 apart from a co-funding for construction of Health centre III storage building. There was a payment made of shs 12,721,357 on 08 Feb 2018 whose requisition was on 25 Sept 2017. There was no evidence to show recommendation or certification of payment from the DHO.</p>	<p>0</p>
<p>Financial management and reporting</p>			

<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>The department submitted the annual performance reports for the previous FY of all quarters.</p> <p>Q1report submitted on 13th /10/2017</p> <p>Q2 report submitted on 18th /01/2018</p> <p>Q3 report submitted on 13th/04/2018</p> <p>Q4 report submitted on 06th/07/2018</p>	<p>4</p>
<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>The Health department had only 1 issue in the 4th quarter report. There was no sector letter to the CFO/IA addressing the query.</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 	<p>HUMC gender composition in health facilities was as follows:</p> <p>Iganga Municipal Health Centre III had HUMC in place and 2/7 members were women (29%).</p> <p>HUMC was in place at Iganga Prisons Health Centre II and 3/6 members were women (50%)</p> <p>Walugogo Health Centre II HUMC is a police barracks Health facility and is composed of DPC as chair, OC station, Sargent major, in charge and civilian representative. Currently 1/6 members is a woman (17%)</p> <p>The overall percentage was 32%</p>	<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. 	<p>Sanitation guidelines for operation and management of lined pit latrines at facilities were NOT available in all facilities in Iganga Municipal Council.</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>An environmental impact assessment for the construction of a ward at the Health center III in Northern division was available dated 04/08/2017. It included mitigation measure and environmental concerns. The certification checklist/form was available and dated 04/7/2017.</p>	<p>2</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2 	<p>A field inspection report on construction of a ward block at Iganga Municipal Health center III was available dated 13/7/2018 and signed by the senior environmental officer.</p>	<p>2</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>At Iganga Prisons Health Center II, the waste segregation charts were available at the health facility.</p> <p>In addition there was a health workers' guide on Making medical injections safer project book. Approaches to health care waste management.</p> <p>At Iganga MC Health Center III, medical waste guidelines were available at the facility in different service centers and a health workers' guide on Making medical injections safer project book. Approaches to health care waste management.</p> <p>At Walugogo Health Center II medical waste guidelines were available at the facility in different service centers and a health workers' guide on Making medical injections safer project book.</p>	<p>4</p>

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

<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>N/A, water was supplied by NWSC</p>	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • 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>N/A, water supplied by NWSC</p>	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>N/A, water supplied by NWSC</p>	<p>0</p>
<p>Procurement and contract management</p>			

<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>N/A, water supplied by NWSC</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • 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>N/A, water supplied by NWSC</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	<p>N/A, water supplied by NWSC</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	<p>N/A, water supplied by NWSC</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>N/A, water supplied by NWSC</p>	<p>0</p>
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>N/A, water supplied by NWSC</p>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> 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>N/A, water supplied by NWSC</p>	<p>0</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> 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>N/A. water was provided by NWSC</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>N/A, water supplied by NWSC</p>	<p>0</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>N/A, water supplied by NWSC</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> 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>N/A, water supplied by NWSC</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>N/A, water supplied by NWSC</p>	<p>0</p>

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

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>N/A, water supplied by NWSC</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>N/A, water supplied by NWSC</p>	<p>0</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> 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>N/A, water supplied by NWSC</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>N/A, water supplied by NWSC</p>	<p>0</p>