



Local Government Performance Assessment

Kasese District

(Vote Code: 521)

Assessment	Scores
Accountability Requirements	17%
Crosscutting Performance Measures	63%
Educational Performance Measures	54%
Health Performance Measures	62%
Water Performance Measures	53%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • 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 the Annual Performance Contract on 2nd /08/2018. This was the on the PBS report at the LG planning unit and the web site WWW.budget.go.ug</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>The LG submitted a Budget that includes a Procurement Plan for the FY 2018/19 on 2nd /08/2018 which was the approval date on the PBS report at the LG planning unit and MOFPED website WWW.budget.go.</p>	No
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • 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 the Annual Performance Report for the previous FY 2017/2018 on 16th /08/2018 which was the approval date on the PBS report at the LG planning unit and or CAO signature and date stamped</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>Submission of the quarterly budget performance reports during FY 2017/2018:</p> <table border="0"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 01</td> <td>12/2/2018</td> <td>PBS Report and website www.budget.go.ug</td> </tr> <tr> <td>Quarter 02</td> <td>3/4/2018</td> <td>PBS report and website www.budget.go.ug</td> </tr> <tr> <td>Quarter 03</td> <td>11/5/2018</td> <td>PBS report and website www.budget.go.ug</td> </tr> <tr> <td>Quarter 04</td> <td>16/8/2018</td> <td>PBS report and website www.budget.go.ug</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 01	12/2/2018	PBS Report and website www.budget.go.ug	Quarter 02	3/4/2018	PBS report and website www.budget.go.ug	Quarter 03	11/5/2018	PBS report and website www.budget.go.ug	Quarter 04	16/8/2018	PBS report and website www.budget.go.ug	<p>No</p>
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<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>A response dated 19th March 2018 written by the CAO to the PS/ST was received at MoFPED on 9th April 2018. The communication detailed the actions taken on 13 audit recommendations for FY 2016/17, a number of which were fully implemented while some remained outstanding. The response was submitted beyond the deadline.</p>	<p>No</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The district had an unqualified audit opinion on its FY 2017/18 financial report.</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>All 4 minutes of meetings held by the Physical Planning Committee did not consider new investments. The committee discussed mostly land matters and therefore was not compliant.</p> <p>The physical planning committee was functional with 18 members appointed in a letter signed by the CAO on the 16th /9/2012 under Ref CR/201/3. At the time of assessment the LG had not appointed 2 members (physical planner & architecture) in private practice. The members had been trained on their functions and roles by MoLHUD but lacked funding to carry out their duties as reported by the physical planner.</p>	0
<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>4 Sets of minutes dated 19th /1/2018, 26th /3/2018, 20th /7/2017 and 23rd /5/2018 of the Physical Planning Committee were submitted to MoLHUD regional office and received by the regional physical planner on dates; 23rd / /1/2018, 12th /4/2018, 7th /6/2018 ,30th /8/2017. The LG physical planning was found to be compliant to the physical planning act.</p>	1

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>The district did not have a physical Development plan. This was attributed to no budget allocations in the district council budget FY 2017/18 to undertake development planning.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>The district did not have action area plans for the previous FY 2017/18. This was attributed to no budget allocations in the district council budget FY 2017/18 to undertake action planning</p>	<p>0</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>The AWP is not based on the outcomes of the budget conference as per the district budget conference held and report thereof dated 10th /11/2017 and signed by the district planner. The budget report does not provide priorities based on the 5 year development plan.</p> <p>Prior to the budget conference the TPC on the 16th/9/2017 under min 18/09/2017/18 discussed department/sector priorities to be in the AWP, this was a good practice as was noted it provided a platform for harmonisation.</p>	<p>0</p>
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that 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>These investments in the Annual Work Plan for the current FY 2018/2019 were not derived from the approved Five-Year Development Plan; Construction of 2 class room at Kyamuduma p/s, Mirami p/s, Nysisango p/s, Construction of 5 stance latrines at St Aloysius, Ngome and Karusandara. Construction of a staff house at Mbata p/s, Supply of desks at Atiro p/s, Upgrading of Nyakimasa HC II.</p> <p>Notably no council authority was sought in support of the difference .</p> <p>However the underlying investments were in line with the approved district development plan 2014/15 -2019/20; The Rehabilitation of 20 boreholes, Construction of a solar powered water system at Bigando ibuga kichwamba S/C, Construction of Mbuga Nyakazanga GFs, Construction of 2 classrooms at St Comboni p/s, Mbuga p/s, Construction of a shelter at DHOs office, Construction of maternity at Nyamirami HC IV. This is indicative that the LG had attempted to align its planning process.</p>	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>Project profiles had been developed in line with the LG planning guidelines .The TPC meetings held on 13th /10/2017 under Min 25/10/2017/18 discussed the profiles of investments in the AWP as presented by the planner.</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>A signed copy of the statistical abstract by CAO, dated 22nd/7/2017 had been compiled with gender disaggregated data and presented to the TPC for approval on the date, 17th/7/2018 under minutes 06/07/2018/19</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>Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the Annual Work Plan and Budget approved by the LG Council pg 73 construction of latrines, construction of a staff house at kaihokya and construction of maternity ward at Nyamirami, pg77 classroom construction, pg78 construction of 10 stance vip latrines, construction of teachers house, furniture supply pg80 construction of Nyakahita seed school, pg92 construction of Bibuga bigando solar power water system, pg66, pg88 construction of a mini irrigation scheme at katolo and construction of office block at the district headquarters of the annual performance report FY 2017/18, pg 13, pg15, pg16, pg21, pg11, pg19 of the annual budget FY 2017/18</p>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>From the annual performance report 2017/18, approved annual procurement plan 2017/18 and completion certificates 2017/18 by the district engineer the underlying projects were implemented as per the work plan;</p> <ul style="list-style-type: none"> - construction of latrine at Nyamirami HC IV at UGX 30 million, pg 73 Q4 report - Construction of staff house at Kaihokya HC IV and 1 maternity ward at Nyamirami at UGX 146,310 million, pg 73 Q4 report - Construction of 13 classrooms at St Kizito p/s, Bwendero p/s, Kiraro p/s and Kihyo p/s, pg 77 Q4 report - Construction of 10 stances of latrines at Kahendero p/s, Kichwamba Muslim p/s at UGX 42 million, pg 78 Q4 report - Construction of a 4 twin staff house at Mbata p/s at UGX 70 million, pg 78 Q4 report, - Supplied 36 desks each to Kirabaho Muslim p/s and Bugohe p/s, pg 78 Q4 report - Construction of Nyakatonzi seed school at UGX 700 million, pg 80 Q4 report - Construction of Ibuga bigando solar power water system at UGX 200 million, pg 92 Q4 report - Construction of a mini irrigation scheme at Katolo at UGX 94 million, pg66 Q4 report - Construction of the second phase of the administration block, pg 88 Q4 report - Completion of 4 classroom block at Kajwenge p/s - construction of placenta pit at Nyamirami HC IV 	<p>4</p>

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>From the annual performance report there was evidence Investment projects were awarded and completed within (-/+) 15% of the budget allocation;</p> <ul style="list-style-type: none"> - Ibuga bigando solar powered water system was completed at UGX 214,824,074 million thus a variance of +7.4% - Construction of 5 stance latrine at Kahendero p/s at UGX 42 million thus 100% utilisation - Completion 3 class room block at Kajwenge p/s at UGX 27.600 million thus 100% utilisation - Construction of 2 class rooms at Kihyo p/s certified at UGX 6,126,460 million thus 100% utilisation, - Construction of mini GFS at Katholhu certified at UGX 94,261,368 million thus 100% utilisation, - Construction of 2 classroom at Buhendero certified at UGX 66,065,368 million thus 100% utilisation, - Construction of 2class block at Mbuga p/s certified at UGX 62,769,510 million thus 100% utilisation 	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>The annual budget for O&M in FY 2017/2018 was UGX 530,038,370 million and the actual expenditure on O&M from the annual financial accounts of FY 2017/18 was UGX 335,684,583 million making 63% the LG was therefore not complaint.</p> <p>Besides the LG had not updated its assets register for infrastructure and did not provide a maintenance plan for its infrastructure.</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 	<ul style="list-style-type: none"> • Not all the HoDs positions were substantively appointed. Those that were not the chief finance officer, the District production officer and District engineer. which is 33.3% • Reference to the approved staff structure for kasese district ARC 135/306/01 	<p>0</p>
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<ul style="list-style-type: none"> • All the heads of department had been appraised, evidence found on personnel files • Ie CR/D/10256, CR/D/10010,CR/D/10410, CR/D/10003,CR/D/10001, CR/D/104010407 	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<ul style="list-style-type: none"> • Minute extracts of the 411th meeting of DSC held on 28th may 2018 • Minute extracts of the 413 meeting of DSC held on 12th, 13th, 14th, 18th, 19th 20th 21st, 22nd 25th 26th 27th • Minute 161/2018 • Minute 162/2018 <p>They were 37 positions and were all considered 100%</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>All the confirmations submitted to the district service commission were considered 100%</p> <ul style="list-style-type: none"> • Min 104/2018 confirmations arising out of DSC meeting no 223 of 2017 • Min 105/2018 confirmations arising out DSC meeting no 221of 2017 • Min 106/2018 confirmations arising out of DSC meeting no 223 of 2017 • Min 108/2017 confirmations arising out of DSC meeting no 177 of 2017 • Min 110/2018 confirmations arising out of DSC meeting 19 of 2017 	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>One staff was submitted to the district service commission and was considered 100%</p> <ul style="list-style-type: none"> • Minutes of the 398th meeting of the Kasese District Service commission for staff absconding from duty, • Minutes of the 399th meeting of the Kaseses District Commission For absconding from duty 	<p>1</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<ul style="list-style-type: none"> • All the staff that were recruited appeared on the pay roll in four weeks and some on the second month as per the pay roll and pay slips. two appeared in the second month and 35 in four weeks 	3
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • 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 	59 retired staff did not accessed the pay roll in two months of retirement as on the pay roll	0
Revenue Mobilization			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • 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>Revenue performance for FY 2016/17 was Shs 1,100,590,711. Actual performance was Shs 1,277,634,711, but it included Shs 177,044,000 earned from the sale of district land.</p> <p>Revenue performance for FY 2017/18 was Shs 1,280,269,880.</p> <p>The increase was Shs 179,679,169, which was 16.3%. This was above 10%.</p>	4

<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within <p>+/- 10 %: then score 2. If more than +/- 10 %: Score 0.</p>	<p>KDLG original budget for FY 2017/18 was Shs 1,677,351,000. Actual performance was Shs 1,280,269,880. The difference was Shs 349,081,119,992, which was 21.3% below the original planned figure. This falls outside the +/-10% range.</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>KDLG financial statements show that for FY 2017/18, Shs 187,895,500 was collected for LST. This amount included Shs 8,803,898 transferred from LLGs and net received directly by the LG was Shs 179,091,601.</p> <p>The LG's ledgers from IFMIS show that the district is remitting the 65% share of its OSR to LLGs. For FY 2017/18 the district transferred a total of Shs 116,409,541 of local revenue to Sub counties and Town councils. Examples included Shs 4,000,000 transferred to Lake Katwe S/C on 22/03/18, Shs 10,515,000 to Kisinga T/C on 20/12/17, Shs 1,410,000 to Rugendabara T/C on 20/12/17 and Shs 8,887,500 to Mpondwe TC on 08/02/18. All these payments were with respect to LST.</p>	<p>2</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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>KDLG local revenue performance for FY 2016/17 was Shs 1,100,590,711. Total FY 2017/18 expenditure out of local revenue on Council activities was Shs 84,950,520. Compared with previous year revenue, the proportion was 7.7%, which was way below the 20% limit.</p>	<p>2</p>
<p>Procurement and contract management</p>			

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<ul style="list-style-type: none"> There WAS Evidence that Kasese DLG had the position of a Senior Procurement Officer substantively filled under DSC Min. No. 98/2018, Correspondence CR: 156/4 Dated 15 May 2018, Acceptance Letter Dated 16 May 2018. Mr. Edward Kisembo Masitaki was the name of the Senior Procurement Officer. There was NO Evidence that Kasese DLG had the position of Procurement Officer substantively filled. No Explanation was provided. 	<p>0</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2017/2018 FY) as exemplified by the following projects:</p> <ul style="list-style-type: none"> Construction of 4th Phase of the 8 Km KATSUNGIRO Mini Irrigation Scheme in Mukunyu Sub county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00057). TEC Min Date: 11/October/2017. Construction of 2 Classroom Block at KIHYO P/S in Buhuhira Sub-county, Kasese District under SFG (KSE/521/WRKS/2017-18/00004). TEC Min Date: 11/October/2017. Construction of a Mini Irrigation Scheme at KATHOLHU on River Kyanzi in Nyakiyumbu Sub county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00058). TEC Min Date: 22/December/2017. Construction of IBUGA - BIGANDO Solar Powered Water Supply System in KITSWAMBA Sub-county, Kasese District under DWSCG (KSE/521/WRKS/2017-18/00059). TEC Min Date: 22/December/2017. Completion of Staff Quarter with a 2 Stance VIP Latrine at KAHOKYA Health Center III in LAKE KATWE Sub-county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00013). TEC Min Date: 05/October/2017. 	<p>1</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>There WAS Evidence that Kasese District Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the following projects:</p> <ul style="list-style-type: none"> - Construction of 4th Phase of the 8 Km KATSUNGIRO Mini Irrigation Scheme in Mukunyu Sub county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00057). DCC Min KSE/DCC/42/2017-2018 Dated 24/October/2017. - Construction of 2 Classroom Block at KIHYO P/S in Buhuhira Sub-county, Kasese District under SFG (KSE/521/WRKS/2017-18/00004). DCC Min KSE/DCC/42/2017-2018 Dated 24/October/2017. - Construction of a Mini Irrigation Scheme at KATHOLHU on River Kyanzi in Nyakiyumbu Sub county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00058). DCC Min KSE/DCC/111/2017-2018 Dated 25/January/2018. - Construction of IBUGA - BIGANDO Solar Powered Water Supply System in KITSWAMBA Sub-county, Kasese District under DWSCG (KSE/521/WRKS/2017-18/00059). DCC Min KSE/DCC/86/2017-2018 Dated 19/January/2018. - Completion of Staff Quarter with a 2 Stance VIP Latrine at KAHOKYA Health Center III in LAKE KATWE Sub-county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00013). DCC Min KSE/DCC/42/2017-2018 Dated 24/October/2017. 	<p>1</p>
<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	<p>(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2018/2019 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements that were indicated both in the Procurement Plan and in the approved annual work plan and budget for the current FY (2018/2019 FY):</p> <ul style="list-style-type: none"> - Construction of a Mini Irrigation Scheme at KATHOLHU Phase 2 in Nyakiyumbu Sub-county, Kasese District under DDEG (KSE/521/WRKS/2018-19/00012). (Page 52 - LG Work Plan FY 2018/19, Dated 16/08/2018, Signed by CAO, Vote 521 Kasese District, Output 018275, Non Standard Delivery Capital, Non Standard Outputs AND was also indicated as No.16 on Page 12 in Kasese DLG Annual Procurement Plan for FY 2018/19 Prepared by Head PDU and Approved by Accounting Officer on 07/August/2018). - Construction of Mbunga Mini Gravity Flow Scheme in Kilembe Sub-county, Kasese District under PAF (KSE/521/WRKS/2018-19/00003). (Pages 71 and 72 of Kasese DLG Approved Estimates of Revenue and Expenditure FY 2018/19, Approved by District Council on 	<p>2</p>

29/May/2018 under Min. 47/KDLG/COU/MAY/2018, Signed by District Chairperson, 098184, Construction of Piped Water Supply System, 312104 Other Structures AND was also indicated as No.5 on Page 54 in Kasese DLG Annual Procurement Plan for FY 2018/19 Prepared by Head PDU and Approved by Accounting Officer on 07/August/2018).

- Renovation of District Drugs Store, DHO's Office and Construction of a Generator House at District Headquarters Offices, Kasese District under PHC (KSE/521/WRKS/2018-19/00016). (Page 62 - LG Work Plan FY 2018/19, Dated 16/08/2018, Signed by CAO, Vote 521 Kasese District, Output 088183, OPD and Other Ward Construction and Rehabilitation, Non Standard Outputs AND was also indicated as No.12 on Page 17 in Kasese DLG Annual Procurement Plan for FY 2018/19 Prepared by Head PDU and Approved by Accounting Officer on 07/August/2018).

- Construction of a 2 Classroom Block at KYAMUDUMA P/S in MAHANGO Sub-county, Kasese District under SFG (KSE/521/WRKS/2018-19/00002). (Page 50 of Kasese DLG Approved Estimates of Revenue and Expenditure FY 2018/19, Approved by District Council on 29/May/2018 under Min. 47/KDLG/COU/MAY/2018, Signed by District Chairperson, 078180, Classroom Construction and Rehabilitation, 312101 Non-Residential Buildings AND was also indicated as No.1 on Page 6 in Kasese DLG Annual Procurement Plan for FY 2018/19 Prepared by Head PDU and Approved by Accounting Officer on 07/August/2018).

- Completion of MIRAMI P/S 4 Classroom Block in Karambi Sub-county, Kasese District under DDEG (KSE/521/WRKS/2018-19/00133). (Pages 50 and 51 of Kasese DLG Approved Estimates of Revenue and Expenditure FY 2018/19, Approved by District Council on 29/May/2018 under Min. 47/KDLG/COU/MAY/2018, Signed by District Chairperson, 078180, Classroom Construction and Rehabilitation, 312101 Non-Residential Buildings AND was also indicated as No.2 on Page 72 of ADDENDUM to Kasese DLG Annual Procurement Plan for FY 2018/19 Prepared by Head PDU and Approved by Accounting Officer).

- Construction of a Maternity Ward, General Ward, Extension of an OPD and 2 No. 2-Stance VIP Lined Latrine at Kyempara Health Centre III in Isango Sub-county, Kasese District under PHC (KSE/521/WRKS/2018-19/00013). (Page 33 of Kasese DLG Approved Estimates of Revenue and Expenditure FY 2018/19, Approved by District Council on 29/May/2018 under Min. 47/KDLG/COU/MAY/2018, Signed by District Chairperson, 088183, OPD and Other Ward Construction and Rehabilitation, 312101 Non-Residential Buildings; Page 62 of LG Work Plan FY 2018/19, Dated 16/08/2018, Signed by CAO, Vote 521 Kasese District, Output 088183, OPD and Other Ward Construction and Rehabilitation, Non Standard Outputs AND was also indicated as No.9 on Page 16 in Kasese DLG Annual Procurement Plan for FY 2018/19 Prepared by Head PDU and Approved by Accounting Officer

on 07/August/2018).

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

- Construction of 4th Phase of the 8 Km KATSUNGIRO Mini Irrigation Scheme in Mukunyu Sub county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00057). (Pages 65 and 66 – LG Budget Estimates, Vote 521, Kasese District, 2017/18, Output 018275, Non Standard Service Delivery Capital, Non Standard Outputs; 312104 Other Structures. Also indicated as No.4 on Page 28 in Kasese DLG Annual Procurement for FY 2017/2018; Approved by Accounting Officer on 14/July/2017, Procurement Plan for Goods, Works and Non Consultancy Services for Submission to Treasury, PPDA and Publication).

- Construction of 2 Classroom Block at KIHYO P/S in Buhuhira Sub-county, Kasese District under SFG (KSE/521/WRKS/2017-18/00004). (LG Budget Estimates, Vote 521, Kasese District, 2017/18, Output 078180, Classroom Construction and Rehabilitation, Non Standard Outputs, 312101 Non Residential Buildings. Also indicated as No.4 on Page 2 in Kasese DLG Annual Procurement for FY 2017/2018; Approved by Accounting Officer on 14/July/2017, Procurement Plan for Goods, Works and Non Consultancy Services for Submission to Treasury, PPDA and Publication).

- Construction of a Mini Irrigation Scheme at KATHOLHU on River Kyanzi in Nyakiyumbu Sub county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00058). (Pages 65 and 66 – LG Budget Estimates, Vote 521, Kasese District, 2017/18, Output 018275, Non Standard Service Delivery Capital, Non Standard Outputs; 312104 Other Structures. Also indicated as No.5 on Page 28 in Kasese DLG Annual Procurement for FY 2017/2018; Approved by Accounting Officer on 14/July/2017, Procurement Plan for Goods, Works and Non Consultancy Services for Submission to Treasury, PPDA and Publication).

- Construction of IBUGA - BIGANDO Solar Powered Water Supply System in KITSWAMBA Sub-county, Kasese District under DWSCG (KSE/521/WRKS/2017-18/00059). (Page 92 – LG Budget Estimates, Vote 521, Kasese District, 2017/18, Output 098184, Construction of Piped Water Supply System, Non Standard Outputs; 312104 Other Structures. Also indicated as No.2 on Page 29 in Kasese DLG Annual Procurement for FY 2017/2018; Approved by Accounting Officer on 14/July/2017, Procurement Plan for Goods, Works and Non Consultancy Services for Submission to Treasury, PPDA and Publication).

- Completion of Staff Quarter with a 2 Stance VIP Latrine at

		<p>KAHOKYA Health Center III in LAKE KATWE Sub-county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00013). (Page 73 – LG Budget Estimates, Vote 521, Kasese District, 2017/18, Output 088181, Staff Houses Construction and Rehabilitation, Non Standard Outputs; 312102 Residential Buildings. Also indicated as No.3 on Page 14 in Kasese DLG Annual Procurement for FY 2017/2018; Approved by Accounting Officer on 14/July/2017, Procurement Plan for Goods, Works and Non Consultancy Services for Submission to Treasury, PPDA and Publication).</p>	
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>For current FY (2018/2019), there WAS Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. ACTUAL Bid Preparation Dates were NOT available. The Assessor made a calculation based on the respective Dates of Approval of Individual Bid Documents and found that 100% of Bid Documents for 2018/2019 FY were Approved BEFORE August 30, 2018. The Calculation made by the Assessor was based on the following Projects and the respective Dates on which the Projects Bid Documents were approved by Kasese DLG Contracts Committee:</p> <ul style="list-style-type: none"> - Construction of a Mini Irrigation Scheme at KATHOLHU Phase 2 in Nyakiyumbu Sub-county, Kasese District under DDEG (KSE/521/WRKS/2018-19/00012). The Project Bid Document was approved during a meeting of Kasese DLG Contracts Committee that was held on 28/08/2018 in the PDU Boardroom and that was attended by CDO, Senior Statistician, Senior Forestry Officer and Assistant Engineering Officer. - Construction of Mbunga Mini Gravity Flow Scheme in Kilembe Sub-county, Kasese District under PAF (KSE/521/WRKS/2018-19/00003). The Project Bid Document was approved during a meeting of Kasese DLG Contracts Committee that was held on 28/08/2018 in the PDU Boardroom and that was attended by CDO, Senior Statistician, Senior Forestry Officer and Assistant Engineering Officer. - Renovation of District Drugs Store, DHO's Office and Construction of a Generator House at District Headquarters Offices, Kasese District under PHC (KSE/521/WRKS/2018-19/00016). The Project Bid Document was approved during a meeting of Kasese DLG Contracts Committee that was held on 28/08/2018 in the PDU Boardroom and that was attended by CDO, Senior Statistician, Senior Forestry Officer and Assistant Engineering Officer. - Construction of a 2 Classroom Block at KYAMUDUMA P/S in MAHANGO Sub-county, Kasese District under SFG (KSE/521/WRKS/2018-19/00002). The Project Bid Document was approved during a meeting of Kasese DLG Contracts 	<p>2</p>

		<p>Committee that was held on 28/08/2018 in the PDU Boardroom and that was attended by CDO, Senior Statistician, Senior Forestry Officer and Assistant Engineering Officer.</p> <p>- Completion of MIRAMI P/S 4 Classroom Block in Karambi Sub-county, Kasese District under DDEG (KSE/521/WRKS/2018-19/00133). The Project Bid Document was approved during a meeting of Kasese DLG Contracts Committee that was held on 28/08/2018 in the PDU Boardroom and that was attended by CDO, Senior Statistician, Senior Forestry Officer and Assistant Engineering Officer.</p> <p>- Construction of a Maternity Ward, General Ward, Extension of an OPD and 2 No. 2-Stance VIP Lined Latrine at Kyempara Health Centre III in Isango Sub-county, Kasese District under PHC (KSE/521/WRKS/2018-19/00013). The Project Bid Document was approved during a meeting of Kasese DLG Contracts Committee that was held on 28/08/2018 in the PDU Boardroom and that was attended by CDO, Senior Statistician, Senior Forestry Officer and Assistant Engineering Officer.</p>	
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>For previous FY (2017/2018 FY), there WAS Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements as exemplified by the following:</p> <p>- An Updated Contracts Register was seen by the Assessor at Kasese DLG PDU with a Starting/Opening Procurement Entry Titled 'Construction of a 2 Classroom Block at BUGHENDERO P/S in BUHUHIRA Sub-county' Referenced 'KSE/521/WRKS/2017-18/00001' and an Ending/Closing Procurement Entry Titled 'Supply of 36 3-Seater Wooden Dual Desks for Lower Age to Bugoye P/S in Bugoye Sub county' Referenced 'KSE/521/SUPLS/2017-18/00002'.</p> <p>- Referenced and Completed Procurement Activity Files for all procurements were seen by the Assessor at the PDU.</p>	<p>2</p>

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

Maximum 6 points on this performance measure.

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

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

- Construction of 4th Phase of the 8 Km KATSUNGIRO Mini Irrigation Scheme in Mukunyu Sub county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00057). Contract Amount: 120, 920, 000 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 07/September/2017, Daily Monitor Newspaper, Page 35.
- Construction of 2 Classroom Block at KIHYO P/S in Buhuhira Sub-county, Kasese District under SFG (KSE/521/WRKS/2017-18/00004). Contract Amount: 63, 126, 460 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 07/September/2017, Daily Monitor Newspaper, Page 35.
- Construction of a Mini Irrigation Scheme at KATHOLHU on River Kyanzi in Nyakiyumbu Sub county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00058). Contract Amount: 94, 261, 080 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 17/November/2017, Daily Monitor Newspaper, Page 47.
- Construction of IBUGA - BIGANDO Solar Powered Water Supply System in KITSWAMBA Sub-county, Kasese District under DWSCG (KSE/521/WRKS/2017-18/00059). Contract Amount: 214, 824, 074 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 17/November/2017, Daily Monitor Newspaper, Page 47.
- Completion of Staff Quarter with a 2 Stance VIP Latrine at KAHOKYA Health Center III in LAKE KATWE Sub-county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00013). Contract Amount: 89, 550, 673 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 07/September/2017, Daily Monitor Newspaper, Page 35.

<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>There WAS Evidence that all works projects implemented in the previous FY (2017/2018 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision as exemplified by the following projects:</p> <ul style="list-style-type: none"> - Construction of 4th Phase of the 8 Km KATSUNGIRO Mini Irrigation Scheme in Mukunyu Sub county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00057). Interim Payment Certificate No. 2 Issued on 14/03/2018, Prepared by Project Manager. - Construction of 4th Phase of the 8 Km KATSUNGIRO Mini Irrigation Scheme in Mukunyu Sub county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00057). Certificate of Completion of Works Dated 14/03/2018. Certified by District Engineer; Kasese DLG. - Construction of 2 Classroom Block at KIHYO P/S in Buhuhira Sub-county, Kasese District under SFG (KSE/521/WRKS/2017-18/00004). Certificate of Completion of Works Dated 10/05/2018. Certified by District Engineer; Kasese DLG. - Construction of a Mini Irrigation Scheme at KATHOLHU on River Kyanzi in Nyakiyumbu Sub county, Kasese District under Local Revenue (KSE/521/WRKS/2017-18/00058). Certificate of Completion of Works Dated 20/06/2018, Certified by Project Manager on 28/06/2018. - Construction of a Maternity Ward at Nyamirami Health Center IV in Muhokya Sub county, Kasese District under DDEG (KSE/521/WRKS/2017-18/00012). Payment Certificate No. 2 Issued on 31/05/2018. Prepared and Approved by OC Housing. - Construction of a 2 Classroom Block at BUGHENDERO P/S in BUHUHIRA Sub-county, Kasese District under SFG (KSE/521/WRKS/2017-18/00001). Certificate of Completion of Works Dated 22/05/2018, Certified by District Engineer. - Construction of a 2 Classroom Block at MBUNGA P/S in KILEMBE Sub-county, Kasese District under SFG (KSE/521/WRKS/2017-18/00006). Certificate of Completion of Works Dated 22/05/2018, Certified by District Engineer.
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<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There was NO Evidence that all works projects for the current FY (2018/2019 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration since NOT even a single works project for the current FY (2018/2019 FY) had commenced construction by the time the Assessor visited the LG.</p>	<p>0</p>
<p>Financial management</p>			
<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The LG is not making timely bank reconciliations. Reconciliations for FY 2017/18 were not seen – the sheets were just printed on the day of assessment.</p> <p>The reconciliation for July 2018 was also not ready.</p> <p>The LG is having challenges with IFMIS. At the time of this assessment on 3rd and 4th September, they were still struggling to start making payments for July and August 2018.</p>	<p>0</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>Payments from different LG departments reviewed revealed that though in many instances vendors have been paid within two months of submitting their requisitions, there have been instances where the two months limit has been exceeded. Terms and conditions of the LG's contracts with the different suppliers of goods and services duly considered.</p> <p>Examples include payment of Shs 2,583,441 to Kabaco (U) Ltd for supply of 825.38 litres of fuel. Invoice date 14/08/17, payment date 15/11/17 (3 months), payment of Shs 267,900 to Kimuha Enterprises for photocopying of 1500 pages. Invoice date 01/02/18, payment date 15/05/18 (3 months 14 days), payment of Shs 1,390,000 to Johntex Enterprises for supply of assorted stationery. Invoice date 27/10/17, payment date 24/11/17 (27 days), payment of Shs 243,000 to Kab Technology Solutions for service and repair of desktop computer and printer. Invoice date 16/03/18, payment date 9/6/18 (2 months 23 days).</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. 	<ul style="list-style-type: none"> • The LG has a substantive Principal Internal Auditor named Muhindo Margaret, as per appointment letter (Ref. CR:156/1) written by the CAO, dated 25/05/17 in reference to Minute No. 38/2017). 	1
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<ul style="list-style-type: none"> • The LG did produce all the four quarterly reports for FY 2017/18. Quarter 1 report is dated 30/10/17, Q2 dated 19/02/18, Q3 dated 11/04/18 and Q4 dated 29/08/18. 	2

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>Each of the four quarterly internal audit reports (Quarter 1 report dated 30/10/17, Q2 dated 19/02/18 and Q3 dated 11/04/18) contained a table updating the status of implementation of internal audit findings for the previous period. The reports were submitted to the CAO, Chairman and DPAC as follows: Q1 on 19/02/18, Q2 on 16/04/18, Q3 on 15/05/18 and Q4 on 29/08/18.</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>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>The quarterly internal audit reports were submitted to the CAO, Chairman and DPAC as follows: Q1 on 19/02/18, Q2 on 16/04/18, Q3 on 15/05/18 and Q4 on 29/08/18.</p> <p>However, we did not see evidence that the reports were reviewed by the LG PAC and appropriate follow up made.</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 LG has manual fixed assets register formatted as required by the Finance Manual. The register contains assets such as land, buildings, motor vehicles and other LG properties.</p> <p>However, the manual lack the values of some assets such as vehicles and other GoU donated assets. The values for buildings and land are also lacking in the register.</p> <p>The LG needs to have the assets valued and the register updated, even if this means using the going market rates for values.</p>	<p>0</p>

<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>The district had an unqualified audit opinion for its FY 2017/18 financial report.</p>	<p>4</p>
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Governance, oversight, transparency and accountability

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>The LG Council met 4 times chaired by the speaker and discussed service delivery related issues as provided on council meeting dates and minutes below: Meeting held on 5th /9/ 2017 under Min 09/KDLG/COU/September 2017, Meeting held on 16th /11/2017 under Min 18/KDLG/COU/August 2017, Meeting held on 29th/05/2018 all chaired by the council speaker.</p> <p>However the council did not discuss monitoring reports, performance assessment results and LG PAC reports as noted from council minutes of 2017/18 this made the LG not complaint.</p> <p>There was evidence though that the district executive committee had discussed and implemented recommendation in the DPAC reports on the 22/06/2018 meeting as provided by section 88(9) LGA cap243</p>	<p>0</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>Mr Mutungwanda Johnson /SAS was assigned duties in a letter dated 15/08/2016 by the CAO to be in charge of handling complaints from the community. There was evidence Complaints/ grievance were being responded to as referenced by the report of a baraza dated 24th /5/2018 addressed to CIPESA and signed by the district information technologist.</p>	<p>1</p>
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<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>The district had put in place systems that included;</p> <ul style="list-style-type: none"> - A complaints box at CAOs office was seen for JLOs - Radio talk shows were said to have been held on FM Radios to provide feedback to citizen however no evidence inform of reports were availed. - The website www.kasese.go.ug had been used respond to complaints 	<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>Staff Salaries and pensioner payroll for august 2018 had been displayed at the human resource notice board at the administration block and signed off by the human resources officer.</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 HPDU had Displayed the procurement plans and awards on the notice boards at the PDU as required by the LG PPDA Regulations. the displays were dated ;19/1/2018,14/6/2018, 26/7/2018, 24/10/2017 and signed off by the HPDU</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>There was no evidence that performance assessment results and implications were displayed on the notice boards at the administration block or the district web site. however the TPC on 25/6/2018 under minute 87/6/2017/2018 attended by sub county staff the CAO had shared the assessment results.</p>	<p>0</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>The CAO and district planner in the TPC had communicated circulars and polices issued by the national level to the LLG staff</p> <ul style="list-style-type: none"> - Budget call circular; in TPC meeting of 13/10/2017 under TPC min 22/10/2017/18 - Circulars on development planning; in TPC meeting of 27/03/2018 under min 62/03/2017/18 - Gender/environment guidelines; in TPC meeting of 10/08/2017 under min 12/08/2017/18 and min 13/08/2017/18 - Other circular; in TPC meeting of 27/03/2018 under min 62/03/2017/18 	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>The LG had conducted discussions in a Baraza to give a feedback on status of activities as seen in a report of Baraza dated 24th /5/ 2018 addressed to the director CIPESA and signed off by the district information technologist.</p>	<p>1</p>
<p>Social and environmental safeguards</p>			

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Kasese DLG Presentation on Mainstreaming Gender Issues Prepared by Gender Focal Person. The presentation took place on 13/03/2018 in District Council Hall during one-day training on gender issues and updates on women programmes attended by sector heads. - The Assessor saw Kasese DLG Report on Training of UWEP Beneficiaries for FY 2017/18, Review and Approval of UWEP Groups Submitted by LLGs Prepared by Gender Focal Person and Dated 19/06/2018. The training took place at constituency level. - The Assessor saw Kasese DLG Activity Report on the Workshop that was organized to train Women Leaders on Women Empowerment Prepared by Acting CDO of Kilembe Sub-county and Dated 20/06/2018. The training took place in District Council Hall. - The Assessor saw Kasese DLG Activity Report on Training of District Council on Disability and Gender that took place on 08/February/2018 at District Council Hall and that was supported by NUDIPU. 	<p>2</p>
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2. 	<ul style="list-style-type: none"> - There WAS Evidence that gender focal point had planned activities for current FY (2018/2019 FY) to strengthen women's roles. The Assessor saw Kasese DLG Community Based Services Department Work Plan and Budget (Final IPFS) for FY 2018/2019 with the following planned activities: Train Women Enterprise Management Committees in Enterprise Management and Group Dynamics (3,119,200 UGX); Support Women Groups with Funds for Skills and Enterprise Development (376,556,103 UGX); Train Women Leaders in Networking, Lobbying and Advocacy (1,319,500 UGX). The planned activities were to be funded under UWEP and Grant for Councils). - There WAS Evidence that more than 90% of previous year's budget for gender activities was implemented since Allocations that were made for Gender Activities for FY 2017/2018 were utilized at 100% Level according to computation based on validated Expenditure Vouchers that were retrieved from the Accounts Department by the Gender Focal Point Person. 	<p>2</p>
			<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>There WAS Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Environmental and Social Screening Form (ESSF) with Environmental Impacts and Environmental and Social Management Plan (ESMP) for Construction of Mini Irrigation Scheme at KATHOLHU on River Kyanzi in Nyakiyumbu Sub county Kasese District Dated 21/07/2017 and Signed by District Environment Officer. - The Assessor saw Environmental and Social Screening Form (ESSF) Dated 21/07/2017 and Environmental Impacts, Environmental Mitigation and Environmental and Social Management Plan (ESMP) Dated 22/11/2017 for Rehabilitation of MUROHO Gravity Flow Scheme (GFS) in Katholhu Sub county Kasese District and Signed by District Environment Officer. - The Assessor saw Environmental and Social Management Plan (ESMP) for Construction of an OPD at Mukunyu Health Centre III Phase III in Mukunyu Sub county Kasese District Dated 22/11/2017 and Signed by District Environment Officer. - The Assessor saw Environmental and Social Management Plan (ESMP) for Construction of Nyakatonzi Seed Secondary School in Nyakatonzi Sub county Kasese District Dated 22/11/2017 and Signed by District Environment Officer. - The Assessor saw Environmental and Social Management Plan (ESMP) for Construction of a 2 Classroom Block at Bughendero P/S in Buhuhira Sub county Kasese District Dated 22/11/2017 and Signed by District Environment Officer. - The Assessor saw Environmental and Social Management Plan (ESMP) for Construction of Bwesumbu Sub county Administration Block Phase I in Bwesumbu Sub county Kasese District Dated 22/11/2017 and Signed by District Environment Officer. - The Assessor saw Environmental and Social Management Plan (ESMP) for Construction of a 3 Stance VIP Latrine at Karambi P/S in Karambi Sub county Kasese District Dated 22/11/2017 and Signed by District Environment Officer. - The Assessor saw Environmental and Social Management Plan (ESMP) for Construction of a 2 Classroom Block at Mbunga P/S in Kilembe Sub county Kasese District Dated 22/11/2017 and Signed by District Environment Officer. - The Assessor saw Environmental and Social Management Plan (ESMP) for Construction of a 2 Classroom Block at Buhunga P/S in Maliba Sub county Kasese District Dated 22/11/2017 and Signed by District Environment Officer. - The Assessor saw Environmental and Social Management Plan (ESMP) for Construction of a 2 Stance VIP Latrine at Kayembe Market in Bugoye Sub county Kasese District Dated 22/11/2017 and Signed by District Environment Officer.
<p>Maximum 6 points on this performance measure</p>		

		<p>- The Assessor saw Environmental and Social Management Plan (ESMP) for Construction of a Maternity Ward at Nyamirami Health Centre IV in Muhokya Sub county Kasese District Dated 22/11/2017 and Signed by District Environment Officer.</p> <p>- The Assessor saw Environmental and Social Management Plan (ESMP) for Construction of a 3 Stance VIP Latrine with a Shower Room at St Kizito P/S in Karambi Sub county Kasese District Dated 22/11/2017 and Signed by District Environment Officer.</p>	
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>There was NO Evidence that the LG integrated environmental and social management plans in the contract bid documents.</p>	0
<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>There was NO Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners. None of the projects sampled had a copy of a land title or a land agreement on their appropriately and adequately referenced Procurement Files in the PDU or in the Lands Office.</p>	0

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

Maximum 6 points on this performance measure

• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1

There WAS Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer as exemplified by the following:

- The Assessor saw Certificate of Completion of Works Dated 19/06/2018 for Construction of a 2 Classroom Block at MBUNGA P/S in Kilembe Sub county Kasese District signed by District Environment Officer and also signed by District Engineer.

- The Assessor saw Certificate of Completion of Works Dated 19/06/2018 for Construction of a 2 Classroom Block at BUHUNGA P/S in Maliba Sub county Kasese District signed by District Environment Officer and also signed by District Engineer.

- The Assessor saw Certificate of Completion of Works Dated 19/06/2018 for Construction of a 2 Classroom Block at BUGHENDERO P/S in Buhuhira Sub county Kasese District signed by District Environment Officer and also signed by District Engineer.

- The Assessor saw Certificate of Completion of Works Dated 19/06/2018 for Construction of a Maternity Ward at Nyamirami Health Center IV in Muhokya Sub county Kasese District signed by District Environment Officer and also signed by District Engineer.

- The Assessor saw Certificate of Completion of Works Dated 19/06/2018 for Construction of a 2 Classroom Block at KIRARO P/S in Katholhu Sub county Kasese District signed by District Environment Officer and also signed by District Engineer.

- The Assessor saw Certificate of Completion of Works Dated 19/06/2018 for Construction of a 2 Classroom Block at ST KIZITO P/S in Karambi Sub county Kasese District signed by District Environment Officer and also signed by District Engineer.

- The Assessor saw Certificate of Completion of Works Dated 19/06/2018 for Construction of a 5 Stance VIP Latrine at KAHENDERO P/S in Muhokya Sub county Kasese District signed by District Environment Officer and also signed by District Engineer.

- The Assessor saw Certificate of Completion of Works Dated 19/06/2018 for Construction of a 4 Twin Staff House at KIBALYA P/S in Mahango Sub county Kasese District signed by District Environment Officer and also signed by District Engineer.

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was NO Evidence that Contract Payment Certificates included prior environmental and social clearance.</p>	<p>0</p>
<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 Evidence that Environmental Officer and CDO Monthly Report included a) completed checklists b) deviations observed with pictures c) corrective actions taken.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG budgeted for a Head teacher and a minimum of 7 teachers for FY 2018/19 to the tune of 19,929,623,000/= for the 3,048 teachers as per Performance contract CR 156/4 dated 13/7/2018.</p>	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG has deployed a Head teacher and a minimum of 7 teachers per school for the current FY as per list of schools and staff lists.</p> <p>In visited schools, at Mubuku P.S, there was a Headteacher and 14 teachers deployed for the school. At Nkaiga P.S, there was a Head teacher and 16 teachers for the 528 pupils. At Muramba Valley P.S, there was a Head teacher and 9 teachers for the 524 pupils, while at Ibanda P.S, there was a Head teacher and 11 teachers for the 681 pupils.</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 <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>The LG has filled the structure for primary teachers with a wage provision by 3,027 teachers out of the 3,048 teachers representing 99% of the structure.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The LG has substantively filled all positions of school inspectors as per staff structure of 5. The Inspectors are Ernest Bwambale, Morris Hulhukya, Edison Biryande, Wilson Bwambale, and Harriet Masika</p>	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>The LG has submitted a recruitment plan to HRM for the current FY to fill positions of the following; 150 Head teachers, 191 Deputy Head teachers, 40 Senior Education Assistants, and 170 Education Assistants as per letter dated 11/11/2017.</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>There was no need to submit a recruitment plan for inspectors since the structure had already been filled.</p>	<p>2</p>
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Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<ul style="list-style-type: none"> • All the inspectors of schools were appraised evidence of appraisal is on files no B/D/10572, GT/2012/1274, CR/D/10623. Temp file 26-2-18 	<p>3</p>
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<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>Out of 223 primary school head teachers 14 were appraised, the rest of the teachers performance appraisal were not seen</p>	<p>0</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>The LG has not communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools</p>	<p>0</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>The LG held a meeting for Head teachers on 11/6/2018 at Kasese Multi-Purpose Hall and among others explained and sensitized teachers on the guidelines, policies, circulars issued by the national level under Min 6/6/2018. 55 Head teachers were in attendance</p>	<p>2</p>
<p>The LG Education Department has effectively inspected all registered primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Not all private and public schools have been visited at least once per term and reports produced. Only 416 inspections were made in previous FY for the 418 schools which required 1254 inspections. This represents less than 50% of the required inspections. In visited schools Mubuku was inspected on 17/7/2017, 22/7/2017, 14/3/2018, and 13/4/2018 implying there was no inspection in Term 3. Nkaiga was inspected on 25/7/2017, 5/8/2017, and 19/3/2018 implying there was no inspection in Term 2. Muramba Valley was inspected on 30/5/2017, 15/8/2017, and 4/12/2017. There was no inspection in 1st and 2nd Term. Only Ibanda P.S had the mandatory three termly inspections fully made.</p>	<p>0</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>There is evidence that the Education Department had discussed school inspection reports and used reports to make recommendations for corrective action as reflected in Departmental meeting held on 15/8/2018 Agenda item 3 on Inspection Reports for Term 2, 2018. In a meeting held on 23/5/2018, Thembo German and 6 others were identified as Head teachers lacking accountabilities and performance contracts (under minute v). On 20/10/2017 the department discussed the list of licensed and registered private schools and proposed a proprietors' meeting for 21/11/2017, while warning letters for Gerald Bwambale and Christine Kemigisa dated 1/12/2017 were a result of these Departmental meetings.</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>No acknowledgement letters from DES were available at the Department and thus there was no evidence of submission of inspection reports to DES</p>	<p>0</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There is evidence that Inspection recommendations are followed up from Head teachers met at visited schools as follows;</p> <p>Mubuku P.S - Approving schemes of work and lesson planning</p> <p>Nkaiga P.S - Renovation of premises and reduction of teacher absenteeism</p> <p>Ibanda P.S – Continuous Professional Development for teachers</p> <p>Muramba P.S – Construction of Teachers’ latrine and urinals for male pupils</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>The LG has not submitted accurate / consistent data pertaining to list of schools in the district. The LG has 418 schools (233 public and 185 private) while EMIS data indicates a total of 428 schools.</p>	<p>0</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The LG has not submitted accurate/consistent enrolment data. The LG has a total of 187, 236 pupils while EMIS data indicates a total of 180,711</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>The DEO presented to the Education sector committee his report on 29/5/2018 under min 47/KDLG/COU/May 2018 and discussed issues to do with the procurement of a double cabin pick-up truck for the Department as well as procurement of a sports trophy</p>	<p>2</p>
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There is evidence that the Education sector committee meeting of 29/5/2018 Under Min 47/KDLG/COU/May 2018 presented the Revenue and Expenditure / Work Plan to Council for approval. The following projects were also presented for approval in the same meeting:-</p> <p>2 classroom blocks for Kyamuduma and Isanga Primary Schools, 5-stance latrines for St Alozious Isango and Ngome Primary schools</p> <p>Furniture for the following schools; Kitswamba SDA, Kibugha P.S, Katooke, Buhuhira and Kamabwe.</p>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There is evidence of functional SMCs and all the 5 sampled schools had held SMC meetings and submitted their SMC minutes to the DEO's office as indicated below;</p> <p>Kakindu P.S had submitted minutes of meeting held on 7/2/2018 and Head teacher's report was presented under min 5/2/2018</p> <p>Kasingiri P.S had submitted minutes of meeting held on 10/10/2017 and Head teacher's report was presented under min 3/10/2017</p> <p>Nyakya P.s had submitted minutes of meeting held on 15/2/2018 and Head teacher's report was presented under min 2/2/2018 (iii)</p> <p>Kasanzi P.S had submitted minutes of meeting held on 12/2/2018 and Head teacher's report was presented under min 3/2018</p> <p>St. Augustine Kitabu has submitted minutes of meeting held on 8/12/2017 and Head teacher's report was presented under min 4/2/2017</p> <p>In visited schools, however, some schools had not held the three meetings as required. Nkaiga P.S had only held meetings on 25/7/2017, 5/8/2017, and 19/3/2018 and did not hold a SMC meeting in Term 2 of 2018. In Muramba Valley P.S the meetings were held on 1/12/2017, 13/2/2018, and 2/8/2018. There was no meeting in Term 2, 2018. Mubuku P.S had held meetings on 8/12/2017, 12/2/2018, 9/3/2018, and 3/6/2018. Ibanda P.S held SMC meetings on 16/11/2017, 21/2/2018, 24/4/2018, and 2/6/2018.</p>	<p>3</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>The LG has publicised all schools receiving non-wage recurrent grants through posting on the Department's public noticeboard.</p> <p>In visited schools, Mubuku P.S had the non-wage recurrent grants for June-Aug 2018 of 2,150,121/= displayed in the general office. In Ibanda P.S the non-wage recurrent grants were displayed in the Headteachers office. 2,014,416/= had been received or Term 2. In Muramba Valley P.S the non-wage recurrent grants were displayed in the Head teacher's office. 1,265,693 had been received for Term 2. In Nkaiga there were renovation works and the non-wage recurrent grants had been put off temporarily.</p>	<p>3</p>
<p>Procurement and contract management</p>			

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>The sector had only submitted procurement input to Procurement Unit covering all investment items in the approved Sector annual work plan and budget on 6/7/2017 long after the deadline.</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 payments of Education department reviewed show that during FY 2017/18, the Education department endeavoured to timely certify and recommend suppliers for payment. Examples of payments included: Payment of Shs 126,084,254 to Mariam & Bros Trading Company for construction of a 2 classroom block at St. Kizito & Kiraro P/S. Requisition dated 06/03/18, certificate 26/03/18 and payment on 05/05/18 (2 months). Payment of Shs 56,920,808 to Kule William & Sons for construction of a 2 classroom block at Kihyo P/S. Requisition on 29/01/18, certification on 29/01/18 and payment on 27/02/18 (1 month). Payment of Shs 62,762,100 to Mekus Company Ltd for construction of a 2 classroom block at Buhendero P/S. Invoiced on 16/01/18, certificate 09/03/18 and payment on 09/04/18 (2 months 23 days). Payment Shs 24,507,884 to Mupali Agency Ltd for construction of a 3 classroom block at Kajwenge P/S. Requisition 15/12/17, certification 15/12/17 and payment on 9/1/18 (24 days).</p>	<p>3</p>

<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>The reports were not submitted on time for consolidation by the Planner. The 4th Quarter report had been received by the Planner on 1/8/2017</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>Education Department had internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year. For example Quarter 1 report had Shs 1,922,000 unaccounted for funds, though this was resolved in quarter 2. Quarter 1 report also had another Shs 13,338,200 unaccounted for funds. Quarter 3 report had Shs 29,143,000 unaccounted for funds.</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>The LG Education department had disseminated guidelines on gender in letter dated 6/12/2017. There was evidence that the gender focal person was involved as per officer's May 2018 report and menstrual management training report on file. Circular No. 10 dated 19/3/2018 on immunisation against cancer of the cervix has been circulated.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>The LG Education department in collaboration with gender department have issued and explained guidelines on sanitation in letter dated 6/12/2017.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>The gender guideline requires at least 2 of the 6 members of the Foundation body to be females. SMCs meet the guideline on gender composition in all the sampled schools. In visited schools the following females were on the SMCs representing the Foundation body as follows:-</p> <p>Mubuku P.S - Miss Beatrice Kajumba and Miss Mary Kabakongo</p> <p>Nkaiga P.S – Mrs Eva Birungi and Miss Maria Kisembo</p> <p>Ibanda P.S – Mrs Eva Kyasesa and Ms Alice Basolene</p> <p>Muramba P.S – Ms Biira Zeleva and Ms Bindorere Medias</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>The LG Education department in collaboration with Environment department has issued guidelines on environment management in Head teachers meeting held on 11/6/2018 held at Kasese Multi-Purpose Hall. In visited schools, tree planting has started at Nkaiga P.S behind the school. At Ibanda P.S a woodlot and shed trees have been established. The school also has an environment club. In Muramba P.S a woodlot has been established.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>School infrastructure projects have not been screened before approval for construction</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>The Environment Officer and Community Development Officer have not visited the sites to check whether mitigation plans are complied with.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<ul style="list-style-type: none"> • The staffing level stands at 76% from 726 staff in place out of the approved structure of 949(source is the approved structure from the Kasese District Health Department Staffing levels as of November 2017. • Source if the approved structure from MOPS and the staff establishments list as at November 2017 (the last time recruitment was done in the district) and the revised wage bill estimates circular(Ref. HRM 155/222/02, Annex 1B page 2 of 4) from PSST/MOFPED (authored by Kenneth Mugambe) dated 20th March 2018 amounting to UGX.9,837,801,305. 	8
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<ul style="list-style-type: none"> • • The department submitted a Recruitment plan which was included in the overall district recruitment plan to fill the 241 vacant positions, to fill up the approved structure of 949 • This is evidenced from the Recruitment Plan of the current FY submitted to MOPS of ref CR: 156/8 dated the 7th November 2017. • There was a copy of an advert by the Permanent Secretary MOH (Dr. Atwine Diana) dated the 22nd January 2018 and deadline for applications of the 22nd February 2018. <p>However, there was no formal submission of the Health departmental Recruitment Plan from the DHO to the Personnel Office</p>	0

The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted

Maximum 8 points for this performance measure

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

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

• 73% of the health centre in-charges were appraised ie

gatara Semugonza, 2/0/2018

Ndyanabo sam , 30/07/2018

muhanuka Elias 2/0/2018

Bajwaha Alice 29/0/2018

Tulyahumura Onesmas 31/7/2018

Kule Erias 27/08/2018

Nkurunza stephen 18/6/2081

Muhindo Sezi 27/8/2018

Muhindo Patrick 25/6/2018

Baluku Manasseh 31/7/2018

Nsungwa Harriet 3/08/2018

Mutyabuli violet 30/07/2018

Muhindo isahiah 26/07/2018

Biira Paskezia 27/06/2018

Ngura Augustine Octavia 03/07/2018

Njema B prudence 27/06/2018

Tsongo David 03/07/2018

Sibyale Ghama mooses 26/06/2018

Biira k. veronica 06/07/2018

Seven of the samples were not appaised.

<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<ul style="list-style-type: none"> The department deployed staff as per the list submitted and this was consistent with the staff found at the health units visited. Evidenced from the staff list as of July 2018 and verification of the staffing at the health facilities of : NYAMIRAMI HCIV, BUGOYE HCIII, KITSWAMBA HCIII, HIMA HCIII & MUHOKYA HCIII visited on the 4th September 2018. The posting were as follows: NYAMIRAMI 17 MUHOKYA 21 BUGOYE 19 KITSWAMBA 15 HIMA 16 The staff present during the visit were as follows: NYAMIRAMI 8 for day duty (2 on leave) MUHOKYA 14 staff for day duty (4 on leave) BUGOYE 14 staff present (4 on leave) KITSWAMBA 5 staff present HIMA 8 staff present fro day duty (3 on leave). The source of information was the daily & Monthly attendance Registers and the physical head count. 	4
Monitoring and Supervision			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<ul style="list-style-type: none"> There was a distribution list for Circulars & guidelines at the DHO's office with acknowledgements by Health Unit in-charges and seen were those on.ARVs, HIV testing services, Public Health Dev't Statutory Instrument, TB paediatric Formulation This was evidenced with a distribution lists seen at the DHO's office and copies of circulars & guidelines seen at the health facilities visited(NYAMIRAMI HCIV, MUHOKYA HCIII, KITSWAMBA HCII, BUGOYE HCIII & HIMA HCIII). .However, there was no evidence that following were issued to Health Units; The Ministry of Health Guidelines for Local Government Planning process-health sector supplement-2017; Ministry of Health, sector Grant and Budget Guidelines to Local Government FY 2018/19 & Ministry of Health , Policy Strategies for improving health Service Delivery 2016-2021. 	0

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<ul style="list-style-type: none"> During the only one DHT's meeting with Health In-charges held on the 13th June 2018 at the Multi Purpose Hall in Kasese Town which discussed;Third Quarter performance, DHO report, disease control & surveillance & administrative issues .However, there was no evidence that following were issued to Health Units; The Ministry of Health Guidelines for Local Government Planning process-health sector supplement-2017; Ministry of Health, sector Grant and Budget Guidelines to Local Government FY 2018/19 & Ministry of Health , Policy Strategies for improving health Service Delivery 2016-2021. 	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<ul style="list-style-type: none"> Support Supervision done only twice in the year and not for all the quarters in the FY. Evidenced from only two visits for NYAMIRAMI HC IV done in the 2nd and 4th Quarters (21st December 2017 & 13th June 2018). 	<p>0</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<ul style="list-style-type: none"> • The HSDs of BUKONZO EAST & BUSONGORA SOUTH carried out support supervision on their lower health units visited as follows: • NYAMIRAMI HCIV supervised the lower health units on the 4th Qtr(21st June-29th June 2018), 3rd Qtr(21st January-10th May 2018), 2nd Qtr(16th October -22nd December 2017) & 1st Qtr(1st August- 29th September 2017) • MUHOKYA HC III was supervised by the HSD on the 24/4/2018 by Ellan, Xvier, Didas & Annet; 16/10/2017 done by Dr Kule Edward & 25/6/2018 by Dr Kule, Didas & Mubuga Julius. • KITSWAMBA HCIII had no support supervision BUSONGORA NORTH HSD • HIMA HCIII. There was no evidence seen that the HSD supervision done during the year. • BUGOYE HCIII had no evidence of support supervision by BUSONGORA NORTH HSD. 	<p>0</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<ul style="list-style-type: none"> • • The Quarterly reports were discussed and informed corrective actions for the subsequent Quarters. The source of the discussions is the DHT meetings' minutes. • Discussions done as evidenced in the DHT meetings' minutes and reports. Meetings were held on the 25/6/2018, 14/5/2018, 12/03/2018, 4/12/2017,25/9/2017, 11/9/2017, 28/8/2017 & 18/9/2017. These meetings were held in the DHO's Board room and were chaired by the DHO(Dr. Baseka Yusuf). • The notable issues discussed were; procurements, staff postings, cold chain maintenance, data management, lobbying for support from NGOs, continuous medical education, support supervision among others. 	<p>4</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<ul style="list-style-type: none"> Recommendations were followed-up and specific activities undertaken derived from the action points indicated in the minutes. The source of evidence are DHT meetings' minutes dated 25/6/2018, 14/5/2018, 12/03/2018, 4/12/2017, 25/9/2017, 11/9/2017, 28/8/2017 held at the DHO's Board Room and chaired by the DHO. 	6
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<ul style="list-style-type: none"> The LG provided submitted information regarding the list of Health facilities receiving PHC funding consistent with the HMIS reports. A list of 84 Health Facilities (one district hospital, two NGO hospitals, sixteen NGO health units & 55 Government Health centres) received PHC funding as per the list availed by the DHO's office. The HMIS reports from MOH on the DHIS2 as well indicated that the same 84 health facilities received PHC funding corresponding to the list pinned on the notice Boards. The PBS report as well indicated the same number (84) of health facilities. 	10
<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 	<ul style="list-style-type: none"> The Committee on Social Services met but the evidence indicated only once and this was on the 29/5/2018 and the issues discussed were; elevation of KYARUMBA, BUGOYE & NYAMIRAMI HCIIIs to HCIVs, budget allocations to KYARUMBA & NYAMIRAMI HCs and renovation of the DHO's office. There was no evidence that supervision reports, assessment results, LGPAC reports were discussed. 	<p>0</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<ul style="list-style-type: none"> The Committee on Social Services presented reports to Council for approval. This was evidenced with submission reports dated the 12/6/2018, 18th April 2018, 26/10/2017 & 18/1/2018 by the Chairperson of the Committee. 	<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 	<ul style="list-style-type: none"> • All the health facilities visited (NYAMIRAMI, MUHOKYA, BUGOYE, KITSWAMBA & HIMA) have functional HUMCs evidenced by minutes of their meetings held during the FY. • The minutes of the HUMC seen from the visited health units of: NYAMIRAMI HCIV (met on the 26/7/2017, 23/12/2017, 30/3/2018 & 18/6/2018), BUGOYE HCIII (met on the 12/7/2017; 19/1/2018; 23/3/2018 & 25/6/2018), MUHOKYA HCIII (four meetings were held on the 15/7/2017; 18/1/2018; 15/3/2018 & 2/7/2018), KUTSWAMBA HCII (held three meetings on the 19/7/2017; 26/1/2018 & 16/3/2018) & HIMA HCIII. (22/7/2017; 1/2/2018; 9/3/2018 & 18/6/2018). The issues discussed ranged from the spending of PHC grant, behaviour of staff towards patients, plans of expanding the health facilities, drug shortages and referring of patients to HCIVs among others. 	<p>6</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<ul style="list-style-type: none"> • The department publicised the PHC funding to the 84 health units (one district hospital, two NGO hospitals, sixteen NGO health units & 55 Government Health centres). • This was evidenced from the General and DHO's notice Boards where displays for all the quarters of 2017/2018 were seen but no display was made for 2018/2019 because the funding had not yet been received. 	<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 	<ul style="list-style-type: none"> The department submitted the procurement needs for the current FY 2018/2019. Evidenced from the Annual Work Plans seen from the Planning unit and the PP1 forms signed by the DHO. 	2
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<ul style="list-style-type: none"> Evidenced from the PP1 forms for the capital projects of : Maternity Ward, Maternity ward and Two stance Latrines at KYAMPARA HCII at UGX. 466,345,438, rehabilitation of district drug store, DHO's office & construction of a generator house at the district headquarters at a cost of UGX.70,000,000 and Maternity Ward, Maternity ward and Two stance Latrines at NYAKUMASA HCIII at a cost of UGX.466,345,438. 	2
<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 department made only two certified payments in FY 2017/18. One was executed in real time while the other was executed in two months and 14 days after submission of the requisition. Details of the two payments are: Payment of Shs 55,000,000 to Mupala Agency Ltd for construction of house at Kahukya HCII. Invoiced on 15/12/17, certification on 15/12/17 and payment on 15/12/17 (0 days). Payment of Shs 98,225,719 to Mwimu Engineering Works Ltd for construction of maternity ward at Nyamirama HC II. Invoice dated 06/05/18, certification on 07/05/18 and payment on 20/07/18 (2 months 14 days).</p>	4
Financial management and reporting			

<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>The department submitted all quarterly reports for consolidation by the planner. Qtr 4 on the 16th/8/2018, Qtr 3 on 11th/05/ 2018, Qtr 2 on 3rd/4/2018 and Qtr 1 on 12th/ 2/2018 . since it was an on line system reporting, the reports were concurrently generated and submitted for approval. However the reporting was out of time and beyond mid july Qtr 4.</p>	<p>0</p>
<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>KDLG Health Department had internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year. For example Quarter 1 report had Shs 13,610,500 unaccounted for funds. Quarter 3 reported on a collapsed roof of a medical store, which management promised to address in Q1 of FY 2018/19.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<ul style="list-style-type: none"> Four of the HUMCs of the health units visited (NYAMIRAMI (1 female & 9 males), BUGOYE (all males), MUHOKYA (2 females & 5 males) & HIMA (2 females & 6 males) had their HUMC not meeting the required 30% composition of women except for KITSWAMBA HCIII which had 3 females & 4 males. 	<p>0</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<ul style="list-style-type: none"> The LG did not formally issue guidelines on how to manage sanitation in health facilities. Though the facilities were used separately for men and women, the facilities (toilets) were not labelled, demarcated & no privacy for separate use in all the five health units (NYAMIRAMI, MUHOKYA, BUGOYE, KITSWAMBA & HIMA) visited 	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<ul style="list-style-type: none"> The only health project (Maternity ward in NYAMIRAMI HCIV) were screened by the environmental officer with evidence from the screening forms dated 24/7/2017; the report on environment & social screening of the project dated the 31/7/2017 and the report on the implementation of the mitigation measures dated 31/3/2018. These were all authored by the District Environment Officer(BAGONZA STEPHEN). 	<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: <p>Score 2</p>	<ul style="list-style-type: none"> There were no site visits made once the projects commenced with the Environmental office sidelined. No Environment Officer (EO) and Community Development officer (CDO) were afforded an opportunity of site visits after the projects commenced. 	<p>0</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: <p>score 4.</p>	<ul style="list-style-type: none"> Guidelines on waste management were distributed to health units as evidenced from the distribution lists seen from the DHO's Office and copies of the guidelines seen at the health units visited. The Health units visited displayed the Waste Management Instructions at the Health units boards, OPD and the In-charge's room as seen in the health units of; NYAMIRAMI HCIV, MUHOKYA HCIII, KITSWAMBA HCII, BUGOYE HCIII & HIMA HCIII. The waste management guideline booklets were seen at all the health units visited. 	<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 	<ul style="list-style-type: none"> - From the DWO Summary of the safe water coverage submitted to Chief administrative officer showing the average safe water coverage of the district (67.3%) and each of the sub counties was presented and also was compared with computed safe water coverage from MoWE <p>From the AWP 2018/2019 submitted to MoWE it was established that a budget of 360m was allocated to water projects and out 360m, 260m was allocated to sub counties below the district safe water coverage which constitutes 72% of the allocation these include I katwe, kitswamba, kilembe, mahango</p>	7

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<ul style="list-style-type: none"> - From the DWO progress reports submitted to MWE It was established that 12 subcounties out of 21 Sub-counties were below the average safe water coverage of the district and these included lake katwe 31, ihandiro 65.8,,muhero 65.2, kyando 59.9, maliba 56.6, bugoye 54.4, kitholu 60.7, kitswamba 48.1 kilembe, kyabungira, kisinga <p>It was established that out of 12 sub counties that are below safe water coverage, 7 sub counties were targeted.</p> <p>It was established that a total of 6 Projects were implemented and out of 6 projects 4 were implemented in the subcounties below the average district safe water coverage Which constitutes 67% and these included deep bore drilling in kicwamba s/c, kwasimbu gfs design, construction of Ibuga-bigando solar power in kicwamba s/c, construction kaswa GFS in kyabarungira s/c</p>	
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>From the Annual work plan of 2017/20187 it was established that 6 projects were planned for and also implemented and supervised and monitored in the same financial year.</p> <p>A sample of monthly supervised and monitored projects reports were available and these included;</p> <ul style="list-style-type: none"> - 1 Ibuga-bigando solar water piped water project which was supervised on 23/5/2018 - Bore hole rehabilitation in L.katwe, nyakatonzi, karusndra supervised on 30/3/2018 and report compiled by Muhindo Asha - 1 Nyarusiir GFS rehabilitation report compiled on 20/6/2018 - 1 Muhoro GFS in Kithuli subcounty supervised on 17/7/2018 - Kaswa Gf report 28/5/2018 	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>From the Work plans and reports obtained from the DWO, it was established that the all the water facilities and data for both form 1 and form 4 were accurately submitted to MoWE</p>	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>From the MIS data established from the ministry and DWO it was established that water facilities in MIS reports were also in PBS report</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>From the DWO it was established that the procurement plan was available but submitted on 11/7/2018 to PDU</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>From the DWO, it was established that there was no contract management plan in place for the projects implemented</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>From the sampled projects of Ibuga-Bigando solar power in Kicwamba S/C, construction Kaswa GFS in Kyabarungira S/, Nyabisusa solar water project it was established that the construction were done as per designs as they all had taps, reserve tanks and a fence all functioning.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>From the DWO it was established that they were no hand over reports of the completed projects at the time of assessment</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>From the copies of certificates obtained from the DWO that were certified by the DWO, but had no completion report</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>The payments reviewed show that there were instances in FY 2017/18 where the Water department did not timely certify and recommend suppliers for payment. Examples of payments reviewed include: Payment of Shs 36,803,161 to Robtex Kasese Enterprises Ltd for construction works at Kibota Maliba Gravity Flow Scheme. Invoice 14/08/18, certificate 29/09/17 and payment 23/01/18 (5 months 9 days). Payment of Shs 160,000,000 to Robtex Enterprises Ltd for construction of Biganda solar powered water supply system. Invoice 08/06/18, certificate 12/06/18 and payment 27/06/18 (19 days). Payment of Shs 20,000,000 to Butini Associates Ltd for survey, design and documentation of Kaswa Gravity Flow Scheme. Invoice 24/05/18, certificate (the certificate on file was incomplete, not signed by the Engineer or CAO), payment 12/06/18 (18 days).</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>From the district water officer it was established that reports were submitted in soft copy to planning but no dates were established when they were submitted</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 o If sector has no audit query score 5 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 3 If queries are not responded to score 0 	<p>KDLG Water Department had internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year. For example Quarter 1 report had a query on failure to hand over a mini irrigation project worth Shs 296,262,600 and other smaller schemes valued at Shs 28,173,337, Shs 35,612,473 and Shs 42,142,437. No response was obtained.</p>	<p>0</p>
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Governance, oversight, transparency and accountability

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>From the district council meeting of 29th /5/2018 discussions on the budget, performance reports reports of committees,the council discussed water report dated 29/5/2018 signed by the social services committee chairperson and that for works and technical services also dated 29/5/2018. The reports to council included issues derived from the supervision events and district water and sanitation coordination committees. . however the DPAC reports recommendations was not submitted to council and its committees.</p>	<p>0</p>
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<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>The water sector committee submitted the sector AWP and budget performance reports to council meetings on the 5th/9/2017 under minutes 09/KDLG/COU/September 2017, in a committee report dated 5th/9/2017.</p>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>From the district notice board, it was established that quarterly releases of funds were displayed and these included Quarter1 185,821,958, quarter 2 141,774,990, quarter 3 229,868,927 how ever these were not discussed in the advocacy meetings.</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>From the sampled projects of muroho GFS, Deep bore hole rehabilitation, kaswa GFS all were no labeling of the projects.</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>From district notice board tenders, contract sums for construction of kaswa, gfs, rehabilitation of bore hole in Lkatwe, construction of ibuga-biganda GFS were displayed</p>	<p>2</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>From the community application file in the DWO, it was established that form of Annex 3G was filled by the communities of kibwera and Kibisire requesting for a protected spring, kitswamba.</p>	<p>1</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> 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>From the DWO- Software file, I t was established the community of karusandara kibuga village paid O&M fees and was issued a receipt no.03606 for O&M fees</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>From the DWO it was established that they were no reports for environmental screening for the projects implemented</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>From the DWO it was established that there was no evidence for follow up support on environmental concerns</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>From the DWO, it was established from the contract for the construction of Muhoro GFS in the BOQs for the spring in take Item no. 3 had a clause of plantation of live, construction of soak pit for tap stands</p>	<p>1</p>

<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>From the DWO, it was established that they were no reports showing the composition of WSC</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>It was established that they were no sanitation facilities constructed for the FY 2017-2018</p>	<p>0</p>