



## Local Government Performance Assessment

Kayunga District

(Vote Code: 523)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	70%
Educational Performance Measures	77%
Health Performance Measures	84%
Water Performance Measures	75%

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

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<p>The annual performance report for the previous year was submitted on 11th August 2018 beyond the deadline of 31st July 2018 hence the LG is NOT compliant.</p>	<p>No</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>The Local Government submitted quarterly and annual reports as follows: Quarter 1 on 4th December 2017; Quarter 2 on 16th March 2018; Quarter 3 on 4th June 2018 and Quarter 4 on 11th August 2018.</p> <p>The LG submitted the 4th quarterly report (annual performance report) on 11th August 2018. This is beyond the July 31st deadline hence the LG is NOT compliant.</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General’s findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED’s Inventory/record of LG submissions of statements entitled “Actions to Address Internal Auditor General’s findings”,</p> <p>Check:</p> <ul style="list-style-type: none"> <li>• If LG submitted a ‘Response’ (and provide details), then it is compliant</li> <li>• If LG did not submit a ‘response’, then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>The LG submitted audit responses to the PS/ST on 26/3/2018 with cover letter reference KYG/CR/253/1 dated 20/3/2018.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Kayunga DLG got a clean (unqualified) audit opinion from the Auditor General for the financial year 2017/18.</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"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>There is evidence that the Physical Planning Committee was constituted and the membership is in line with the provisions of Section 9 of the Physical Planning Act 2010 and that appointment letters for the members of Physical Planning Committee were availed, dated 18th April 2018 under reference KYG/CR/212/1.</p> <p>Kayunga District LG has a functional Physical Planning Committee that considers new investments on time. This was confirmed by minutes of meetings dated 30/05/2018 under Min/KDLG/DPPC30/05/2018(4): Presentation from the Physical Planner informing members that there are a number of land application received by the district that require them to conduct site inspections, make recommendations and forward the plans for approval; and minutes dated 16th April 2018 under Min/KDLG/DPPC16/04/2018(5): That the committee carries out re-inspection of all land applications in order to give guidance on matters of accessibility, land use and environmentally sensitive areas.</p>	1
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>The LG submitted more than 4 sets of minutes to the MoLHUD. The first three sets were submitted on 31st August 2018 under reference KYG/CR/214/4. The minutes submitted are dated as follows: 23rd March 2018, 16th April 2018 and 30th May 2018. Two other sets were submitted and received by the MoLHUD on 5th February 2018 and were dated 14th August 2017 and 18th December 2017.</p>	1

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>No physical development plan in place.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>The LG does not have an Action Area Plan in place.</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"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<p>The priorities in the AWP for the current FY include:</p> <ul style="list-style-type: none"> <li>- Health: Construction of pit latrine at Kangulumira HCIV (pg. 58 on AWP);</li> <li>- Education: Construction of 5 stance pit latrine at Lukonda UMEA Primary School, Kangulumira Moslem, Nakivubu C/U Primary School and Kasambya Moslem Primary School (pg. 66 on AWP);</li> <li>- Water: Construction of piped water supply system at Kitimbwa rural growth center (pg. 85 on AWP);</li> <li>- Water: Drilling and rehabilitation of ten water facilities (pg. 84,85 on AWP);</li> <li>- Water: Construction of deep hand pump boreholes (pg. 85 on AWP);</li> <li>- Construction of public latrine in rural growth center (pg. 84 on AWP);</li> <li>- Works: Routine and rural maintenance of district roads (pg. 77 on AWP);</li> <li>- Works: Mechanized routine maintenance of roads (pg. 77 on AWP);</li> <li>- Phased construction of district administration block – southern wing (pg. 29 on AWP) and</li> <li>- Construction and repair of water tank stand.</li> </ul> <p>There was evidence that the Priorities in AWP are based on outcomes of the budget conference dated 10/11/2017 and discussed in TPC on 17th October 2017 under Min.23/DTPC/10/17/18: Budget conference, Budget Framework paper preparation and First Quarterly reporting.</p>
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.</li> </ul>	<p>There was evidence that the capital investments in the AWP for the current FY are derived from the approved 5 year development plan. The capital investments in the AWP include:</p> <ul style="list-style-type: none"> <li>- Health: Construction of pit latrine at Kangulumira HCIV (pg. 58 on AWP and pg. 115 on Five year development plan);</li> <li>- Education: Construction of 5 stance pit latrine at Lukonda UMEA Primary School, Kangulumira Moslem, Nakivubu C/U Primary School and Kasambya Moslem Primary School (pg. 66 on AWP and pg. 114 on Five year development plan);</li> <li>- Water: Construction of piped water supply system at Kitimbwa rural growth center (pg. 85 on AWP and pg. 115 on Five year development plan);</li> <li>- Water: Drilling and rehabilitation of ten water facilities (pg. 84,85 on AWP and pg. 115 &amp; 116 on Five year development plan);</li> <li>- Construction of public latrine in rural growth center (pg. 84 on AWP and pg. 114 on Five year development plan);</li> <li>- Works: Routine and rural maintenance of district roads (pg. 77 on AWP and pg. 115 on Five year development plan);</li> <li>- Works: Mechanized routine maintenance of roads (pg. 77 on AWP and pg. 115 on Five year development plan) and</li> <li>- Phased construction of district administration block – southern wing (pg. 29 on AWP and pg. 115 on Five year development plan) among others.</li> </ul> <p>There was evidence that the AWP dated 15/03/2018 was approved by Council under Min.371/KDC/03/17/18: Motion for approval of District AWP for the FY 2018/2019.</p>	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>There was evidence that the project profiles were developed. These profiles were discussed in TPC meeting dated 17th October 2017 under Min.21/DTPC/10/17/18: Presentation of project profiles for investment projects FY 2018/2019, p.8.</p> <p>The Project profiles include inter alia:</p> <ol style="list-style-type: none"> <li>1) Health – Construction of 5 stance emptiable pit latrine at Kangulumira HCIV; Implementing Agency: Health Department; Amount: UGX17,000,000;</li> <li>2) Education: Construction of 5 stance pit latrine at Lukonda UMEA Primary School, Kangulumira Moslem, Nakivubu C/U Primary School and Kasambya Moslem Primary School; Implementing Agency: Education Department, Amount: UGX284,000,000. Start date: July 2018 and</li> <li>3) Works: Routine (manual) maintenance of 81.5km of roads using road gangs – Butalabuna-Balisanga road periodic maintenance of Kitwe-Lwabyata road (3km); Implementing Agency: Kayunga District Local Government, Amount: UGX469,100,000 (Road Fund) &amp; UGX122,000,000 (DDEG); Start date: July 2018.</li> </ol>	<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"> <li>Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1.</li> </ul>	<p>There was evidence that the statistical abstract with gender dis-aggregated data was compiled and approved in TPC meeting dated 19/12/2017 under min. 37/DTPC/12/17/18: Presentation and discussion of Kayunga district of statistical abstract.</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"> <li>• Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul>	<p>There was evidence that all investment projects implemented in FY 2017/18 were derived from the AWP and approved budget. These include:</p> <ul style="list-style-type: none"> <li>- Education: Construction and rehabilitation of a two in one classroom block at Nanjwenge Primary School, Kawolokota Roman Catholic Primary School, Bujwanga Primary School, and Musitwa UMEA (pg. 21 of the approved budget and pg.161 of the AWP);</li> <li>- Education: Construction of pit latrine Busana C/U, Busungiri Primary School, Nakirubi and Kyetume Kabaganda (pg. 21 of the approved budget and pg.161 of the AWP);</li> <li>- Water: Construction of piped water supply system at Kitimbwa rural growth center (pg. 26 of the approved budget and pg.171 of the AWP);</li> <li>- Water: Borehole drilling and rehabilitation (pg. 81&amp;82 of the approved budget and pg.176 of the AWP);</li> <li>- Water: Construction of 5 stance flush toilets at Nakyesa rural growth center (pg. 29 of the approved budget and pg.175 of the AWP) and</li> <li>- Roads: Maintenance of Galitaaya-Nakatuli road (34km); Butalabunya-Balisanga road and Kwangula-Buvugu Nakatooke road (pg. 26 of the approved budget and pg.171 of the AWP) among others.</li> </ul>	
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<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</li> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul>	<p>There was evidence that one (1) out of list of 21 investment projects availed was not completed as per work plan by end for FY. This accounts for 95.2% completion rate.</p> <p>The investment project not completed as per work plan by end of FY is construction of 2-5 stance pit latrines at Kasokwe and Busingire primary schools in Galiraya Sub county.</p> <p>The projects completed within 2017/2018 FY include:</p> <ul style="list-style-type: none"> <li>- Construction of a two classroom block with office and store and forty(40) seater desks at Bujwaya Primary School, Kayonza Sub-county;</li> <li>- Construction of a two classroom block with office and store and forty(40) seater desks at Kawolokota Roman Catholic Primary School, Kayonza Sub-county;</li> <li>- Construction of a teachers house with a two (2) stance pit latrine at Kyengera Church of Uganda Primary School in Busaana Sub-county;</li> <li>- Construction of a two - five (5) stance lined pit latrines at Kyetume Kabaganda Public Primary School in Kitimbwa Sub-county;</li> <li>- Construction of a two - five (5) stance lined pit latrines at Busaana Church of Uganda Primary School and Bisaka Parents primary schools in Busaana Sub-county;</li> <li>- Construction of a 3 –stance pit latrine with bathrooms and urinals at Nakyesa rural growth center of Kayonza Sub-county;</li> <li>- Construction of a two classroom block with office and store and forty(40) seater desks at Bujwaya Primary School, Kayonza Sub-county; and</li> <li>- Drilling, construction and installation of deep boreholes in Galiraaya sub county, Katikanyonyi, Kyanja , Wabukwa in Kangulumira among others.</li> </ul>	
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The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY

Maximum 4 points on this Performance Measure.

• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2

All investment projects in the previous FY were completed as per approved budget. Five sampled projects include:

- 1) Construction of 5-stance pit latrine at Ntimbwa, Bulawula primary school, Kyetume, Kabaganda, Busana C/U, St. Andrews Busungura and Kasokwe C/U (budgeted: UGX137,649,000 - Actual Expenditure – UGX129,147,000), hence 89%;
- 2) Construction of a teachers house with a two (2) stance pit latrine at Kyengera Church of Uganda Primary School in Busaana Sub-county (budgeted: UGX87,351,000 - Actual Expenditure – UGX78,745,000); thus 90% expenditure;
- 3) Construction of a two classroom block at Musitwa UMEA, Nanjwenge, Kawolokota Roman Catholic and Bujwanga Primary Schools (budgeted: UGX263,500,000 - Actual Expenditure – UGX257,457,000) thus 98% expenditure;
- 4) Construction of a 3 –stance pit latrine with bathrooms and urinals at Nakyesa rural growth center of Kayonza Sub-county (budgeted: UGX25,000,000 - Actual Expenditure – UGX22,705,000), thus 91% expenditure; and
- 5) Renovation of Natural Resources building at the District headquarters (budgeted: UGX10,000,000 - Actual Expenditure – UGX10,000,000) thus 100% expenditure.

Therefore All investment projects sampled were completed at 93.6% and this is within Max. 15% plus or minus the original budget.

<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>1) The LG did not have a register of assets in need of maintenance.</p> <p>2) There was no evidence of O&amp;M budget for FY 2017/2018 for infrastructure.</p> <p>3) No evidence was availed on O&amp;M expenditure.</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"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>The district has substantively filled posts of; District Production &amp; Marketing, DEO, DCDO, DE, DNRO and DHO. The posts that were not yet substantively filled at the time of the assessment included a District Finance Office and District Commercial officer.</p>	<p>0</p>
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>There was no evidence that all the HoDs had been appraised at the time of the assessment as only DEO (26th/07/2018) and Production and Marketing (20th/07/2018) had been fully appraised.</p>	<p>0</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>There was evidence that all the CAO submissions for recruitment dated; 20th/9/2017, 17th/10/2017, 21/11/2017, 4/01/2018 were considered under the 52 DSC meetings held on 26th/09/2017 and 58th meeting held on 17th/04/2018.</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>There was evidence that all the submissions by the CAO for confirmation dated; 24th/07/2017, 8th/08/2017, 7th/08/2017, 19th/07/2017, 24th/07/2017, 17th/07/2017, , 20th/09/2017, 18th/09/2017, 24th /10/2017, 15th/11/2017, 1st/11/2017, 12th/12/2017, 15th/01/2018, 10th/01/2018, 13th/03/2018, 7th/05/2018 were considered in the DSC meetings held on 8th/08/2017, 26/09/2017, 28th/11/2017, 23rd/01/2018, 27th/02/2018, 28th/03/2018, 17/04/2018 and 5th/06/2018.</p>	<p>1</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>There was evidence that all submissions for disciplinary action by the office of the CAO dated; 19th/07/2017, 13th/07/2017, 28th/02/2018 and 12th/03/2018 were all considered by the DSC in a meetings held on 08th/08/2017, 26th/09/2017, 22nd/03/2018 and 17th/04/2018.</p>	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<p>There was no evidence that all the 14 newly recruited staff accessed the payroll within the stipulated two month period. There were two cases of Bako Susan (Parish Chief) appointed 4th/10/2017 and Accessed in March 2018 and Senkungu Ismail (Pharmacist) appointed 2nd /11/2017 and accessed May 2018.</p>	<p>0</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"> <li>• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<p>There was no evidence that all the 17 retired officers accessed the pensioner payroll within the stipulated two month period. It was noted that only 4 out of the 17 retired officers accessed the pensioner payroll within the stipulated timeline.</p>	<p>0</p>
<p>Revenue Mobilization</p>			

<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>•• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>• If the increase is from 5% -10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>The LG local revenue was UGX 278,920,699 for the year 2017/18, this compared to 2016/17 LG local collection of UGX 248,581,246 gave an increment of UGX 30,339,453; which is 12%.</p> <p>Reasons for the increase include:</p> <ul style="list-style-type: none"> <li>-The LG assisted the sub counties in enforcement; and</li> <li>-Reduction in bids non refundable fee attracted more bidders, hence more funds were collected.</li> </ul>	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"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<p>The LG had budgeted for UGX 672,141,000 but collected only UGX 278,920,699, which gave an under performance of -59%.</p> <p>Reason was change of policy like National registration of birth which was centralized.</p>	0
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>The LG remitted the mandatory LLG share to sub counties, for example remittance was made to:</p> <ul style="list-style-type: none"> <li>-Garilaya Sub county, UGX 6,000,000 on bank account number 4110500027 on 20/11/2017;</li> <li>-Bale Sub county,UGX 6,000,000 on bank account number 4110500045 on 20/11/2017;</li> <li>-Nazigo Sub county, UGX 10,000,000 on bank account number 4110500069 on 20/11/27;</li> <li>-Busana Sub county, UGX 10,000,000 on bank account number 4110500040 on 20/11/2017; and</li> <li>-Kayunga Sub county UGX 6, 685,857 on bank account number 4110500059 on 20/11/2017.</li> </ul>	2



<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>	<p>The LG emoluments and allowances to the LG Council from all sources were Salary of UGX 165,286,000, and allowances of UGX 194,031,974. This gave a total of 359,317,974, when compared to the LG 2016/17 own source revenue of UGX 248,581,246, it became 145% which was far higher than the recommended 20%, hence the LG not compliant.</p>	<p>0</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<p>There was evidence that the District has both positions of Senior Procurement Officer and Procurement Officer substantively filled.</p> <p>The Senior Procurement Officer was appointed in a letter dated 16th October 2015 quoting Min. Number 392/DSC/KYG/2015, and signed by Nkata James, then Chief Administrative Officer.</p> <p>The Procurement Officer was appointed in a letter dated 28th February 2013 quoting Min. Number 161/DSC/KYG/22nd September 20172013(i). The letter was signed by the same Chief Administrative Officer.</p>	<p>2</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	<p>There was evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY. TEC Evaluation Reports seen included those that sat on:</p> <ol style="list-style-type: none"> <li>1) 20th September 2017;</li> <li>2) 21st September 2017;</li> <li>3) 22nd September 2017;</li> <li>4) 26th September 2017 and</li> <li>5) 3rd November 2017.</li> </ol>	<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"> <li>• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	<p>There was evidence that the Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations. Contracts Committee (CC) meeting Minutes seen for the following meetings where TEC reports were considered as one of the agenda items as follows:</p> <ol style="list-style-type: none"> <li>1) CC meeting minutes dated 30th June 2017;</li> <li>2) CC meeting minutes dated 29th September 2017;</li> <li>3) CC meeting minutes dated 3rd May 2017;</li> <li>4) CC meeting minutes dated 22nd May 2015 and</li> <li>5) CC meeting minutes dated 24th August 2015.</li> </ol>	<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"> <li>• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</li> </ul>	<p>There was evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget. Sampled projects in the Procurement Plan that were found in the Annual Workplan included construction of Administration Block Southern Wing, Construction and protection of a water pump at Kayunga District Administration Headquarters and Construction of a classroom block at Bujwaya primary school with 40 desks.</p> <p>There was evidence that the LG made procurements in previous FY as per plan i.e., adhered to the procurement plan for the previous FY (2017/2018). Of the 62 planned projects, quarterly submissions indicated 69 projects. The excess was because of some projects being fragmented under Framework contracts. among projects sampled from those submitted included:</p> <ul style="list-style-type: none"> <li>- Construction of 10-stance VIP Latrine at Namasuba UMEA Primary School. Contractor: M/S Crossland Construction Company Ltd.Amount: UGX45,986,400. Procurement Ref. No. MSMC780/wrks/17 – 18/00013;</li> <li>- Supply and installation of a mini-solar piped water system to Nakyessa Rural growth Centre. Contractor: M/S Aptech Africa Ltd. Amount: UGX136,922,952. Procurement Ref. No. KAYU/523/WRKS/17 – 18/00065; and</li> <li>- Construction of 3-stance emptyable latrine with 3 bathrooms at Nakyessa Rural Growth Centre in Kayonza sub-county. Contractor: M/S Muyizzi Construction Company Ltd. Amount: UGX24,246,160. Procurement Ref. No. KAYU/523/WRKS/17 – 18/00086.</li> </ul>	<p>2</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2</li> </ul>	<p>The LG put out an advert in the New Vision Newspaper of Monday September 3rd, 2018 on page 58 where they advertised open national bidding, another was placed in the New Vision Newspaper of Thursday May 3rd, 2018 for pre-qualification for provision of Supplies, services works and `framework contracts and Revenue sources. Still another was placed locally on Thursday 16th 2018. Since those adverts placed before 30th August constituted 84% of the total number of bids for the year, the District met the required bid preparation requirements.</p>	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>An updated Contracts Register was seen having 69 projects implemented in previous FY.</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.

There was evidence that for previous FY, the LG adhered with procurement thresholds. This was seen from sampled projects as follows:

Open Bidding:

1) Project: Drilling, Development and Construction of 10 Deep Boreholes. Contractor: M/S Galaxy Agrotec (U) Ltd. *Amount: UGX169,786,575*. Procurement Ref. No. KAYU/523/WRKS/17 – 18/00061. Contract Signed 1st November 2017;

2) Project: Supply and installation of a mini-solar piped water system to Nakyessa Rural growth Centre. Contractor: M/S Aptech Africa Ltd. *Amount: UGX136,922,952*. Procurement Ref. No. KAYU/523/WRKS/17 – 18/00065. Contract Signed 3rd November 2017.

Selective Bidding:

3) Project: Construction of 3-stance emptyable latrine with 3 bathrooms at Nakyessa Rural Growth Centre in Kayonza sub-county. Contractor: M/S Muyizzi Construction Company Ltd. *Amount: UGX24,246,160*. Procurement Ref. No. KAYU/523/WRKS/17 – 18/00086. Contract Signed 8th November 2017;

4) Project: Consultancy services for siting, designing and supervision of construction of ten boreholes. Contractor: M/S Scan Water Contractors and Consultant Services Ltd. *Amount: UGX21,594,000*. Procurement Ref. No. KAYU/523/SRVCS/17 – 18/00087. Contract Signed 25th October 2017.

Framework Bidding:

5) Project: Supply of fuel, oil, and lubricants. Contractor: Great Lakes Petroleum (U) Ltd. *Amount: UGX350,000,000*. Procurement Ref. No. Procurement Ref. No. KAYU/523/SUPLS/17 – 18/00017. Contract Signed 1ST August 2017.

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates</li> </ul> <p>for all projects based on technical supervision: score 2</p>	<p>There was evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision. Some of the projects sampled and Certificates seen included:</p> <ol style="list-style-type: none"> <li>1) Completion Certificate issued to M/S Wangi General Enterprises Ltd after completion of Construction of a two classroom block at Bujwaya Primary School. Certificate issued on 2nd March 2018;</li> <li>2) Completion Certificate issued to M/S Wangi General Enterprises Ltd after completion of Construction of a two classroom block with office, store and 40-three seater desks at Kawolokoto R/C Primary School of Kayonza sub-county. Certificate issued on 2nd March 2018;</li> <li>3) Completion Certificate issued to M/S Luka Consortium Ltd after completion of Construction of a four units staff house at Kyengerera C/U Primary School. Certificate issued on 2nd March 2018;</li> <li>4) Completion Certificate issued to M/S Graf Investments Ltd after completion of Construction of Busaana C/U and Bisaka parents Primary School of Busaana sub-county. Certificate issued on 2nd March 2018 and</li> <li>5) Completion Certificate issued to M/S Nkabi Investments Ltd after completion of Construction of two classroom block with office, store and 40-three seater desks at Nanjwenge primary school. Certificate issued on 2nd March 2018.</li> </ol>	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	<p>There was no evidence of site boards indicating the Contract Value of the projects.</p>	<p>0</p>
<p>Financial management</p>			

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<p>The LG was not compliant with bank reconciliations, a sample of 4 bank accounts were selected and most of them were either done late or not available, for example:</p> <p>-General Fund Bank account,</p> <p>July 2017 bank reconciliation not available;</p> <p>December 17, bank reconciliation was done late on 27/2/2018; and</p> <p>June 2018, bank reconciliation was done on 24/7/2018.</p> <p>-MUWRP Bank account,</p> <p>July 2017 bank reconciliation was not available;</p> <p>December 2017 bank reconciliation was done late on 8/5/2018; and</p> <p>June 2018 bank reconciliation was not available.</p> <p>-Youth Livelihood Project Bank account,</p> <p>July 2017 bank reconciliation was done late on 5/9/2017;</p> <p>December 2017 bank reconciliation was not available; and</p> <p>June 2018 bank reconciliation was done on 18/7/2018.</p> <p>-UWEP</p> <p>July 2017 bank reconciliation was done late on 5/9/2017;</p> <p>December 2017 bank reconciliation was not available; and</p> <p>June 2018 bank reconciliation was done on 18/7/2018.</p>	<p>0</p>
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<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If the LG makes timely payment of suppliers during the previous FY</li> <li>– no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	<p>The LG made timely payment of suppliers , for example:</p> <ul style="list-style-type: none"> <li>- A request from EAGER construction company ltd of UGX 14,000,000 for construction of a pit latrine at Nawansama Primary school submitted for payment on 15/6/2017 was paid on 17/8/2017 on payment voucher number PV- ED00239. ( 62 days);</li> <li>- An Invoice from UMEME of UGX 123,646 for supply of electricity submitted on 2/7/2017 was paid on 24/8/2017 on payment voucher number PV-S01669. (52 days);</li> <li>- A request from Nkabi investments Ltd of UGX 56,089,075 for construction of 2 class rooms at Nanjwenge P/S, submitted on 11/12/2017 was paid on 30/1/2018 on payment voucher number PV-ED00259 (49 days) ;</li> <li>- A request from Wangi General enterprises of UGX 59,371,858 for construction of 2 classroom blocks at Bujwaya P/S submitted on 12/1/2018 was paid on 1/3/2018 on payment voucher number PV-ED00266 (48 days); and</li> <li>-A request from ALKA general enterprises of 11,464,700 for 2 class rooms at Musitwa P/s submitted on 26/2/2018 was recommended for payment by the DEO on 21/3/2018 (25 days).</li> </ul>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The LG had no substantive Senior Internal Auditor at the time of the assessment.</p>	<p>0</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The LG produced all the 4 quarterly reports for the financial year 2017/18 which included:</p> <ul style="list-style-type: none"> <li>-Quarter 1 report prepared on 16/11/2017;</li> <li>-Quarter 2 report prepared on 28/2/2018;</li> <li>-Quarter 3 report prepared on 3/5/2018; and</li> <li>-Quarter 4 report prepared on 15/7/2018.</li> </ul>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The LG provided information to the Council and LG PAC on the status of implementation of internal audit findings for the year 2017/18 as the dates below:</p> <ul style="list-style-type: none"> <li>-Quarter 1 audit findings on 13/12/2017;</li> <li>-Quarter 2 audit findings on 5/3/2018;</li> <li>-Quarter 3 audit findings on 10/6/2018; and</li> <li>-Quarter 4 audit findings on 20/7/2018.</li> </ul>	<p>2</p>



<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>The LG submitted all the internal audit reports but only three were reviewed at the time of the assessment:</p> <ul style="list-style-type: none"> <li>-Quarter 1 audit report was reviewed, evidence was on the LG PAC minutes dated 2/4/2018;</li> <li>-Quarter 2 audit report was reviewed, evidence was on the LG PAC minutes dated 21/12/2018;</li> <li>-Quarter 3 audit report was reviewed, evidence was on the LG PAC minutes dated 29/3/2018; and</li> <li>-Quarter 4 audit report was not yet reviewed at the time of the assessment. Reason was that the LG PAC tenure had expired.</li> </ul>	<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"> <li>• 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</li> </ul>	<p>The LG had an asset register that is up to date and conformed to the Accounting manual.</p>	<p>4</p>
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<p>Kayunga DLG got a clean (unqualified) audit opinion from the Auditor General for the financial year 2017/18.</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul>	<p>The Council meets and discusses service delivery related issues. This is evidenced by the minutes of the District Council meeting dated 06/06/2018, min: 65/KDEC/05/17/18: Brief from secretaries a) Health: Request for UGX500,000,000 to upgrade Bakamba HCII to HCIII; resolving conflicts on land for the hospital lagoon. The meeting dated 24/04/2018 under min: 59/KDEC/04/17/18 discussed sectoral budget proposals.</p>	<p>2</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>The LG has designated a person, Ms. Galimuka Immaculate to handle and coordinate response to feed-back (grievance/complaints). The evidence is her appointment letter dated 26/04/2016 under ref: KYG/CR/102/3.</p>	<p>1</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>The LG has specified a system for recording, investigating and responding to grievances. There is evidence of the grievance procedure on the district notice board at the department of Natural Resources: titled "Judicial Service Commission: Public Complaints System".</p> <p>Respective matters of land, family and administration are assigned to Mr. Ahimbisibwe Vincent, Mr. Kafeero Collin and Ms. Galimuka Immaculate, respectively.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>The LG payroll (August payroll register 2018) and Pensioner Schedule were pinned on public notice boards at the district headquarters dated September 2018. Other notices are placed at Kayunga town council offices and Kayunga district hospital to ease access by the public.</p>	<p>2</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>The procurement plan 2018 and awarded contracts and amounts are published on the notice board. These include: Construction of 5-stance emptiable latrine at Namagabi, under procurement No. KAYU/523/wrks/17-18/00098; and construction of four(4) classroom blocks and supply of desks to Nanjwenge primary school at Kitimbwa Sub county; Contractor: Nkabi Investments; Amount: UGX67,531,000.</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"> <li>• Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<p>The LG published the LG performance assessment results and implications on the notice board dated 12/09/2018.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>The LG communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY. This is evidenced by:</p> <ul style="list-style-type: none"> <li>- District Executive Committee minutes dated 31st July 2018 under min.68/KDEC/07/17/18: Brief from the CAO on communication of the Permanent Secretary Ministry of Finance on Restructuring of staff as guided by the Secretary to the Treasury; and</li> <li>- Meeting dated 19/03/2018 under min. 44/KDEC/02/17/18: Closure of All unlicensed schools under the management of Bridge.</li> </ul>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	<p>The LG during the previous FY conducted discussions with the public to provide feed-back on status of activity implementation. This is evidenced by the education baraza report dated 22nd February 2018 and baraza report on services to the community, dated 5th January 2018.</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"> <li>• 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.</li> </ul>	<p>There was 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. This was shown from:</p> <ol style="list-style-type: none"> <li>1) The District Workplan for FY 2017/18 and 2018/19 under Community-Based Services includes a section on Gender Mainstreaming;</li> <li>2) Minutes of the 3rd District Technical Planning Committee meeting held on 14th September 2017 in the District Council hall had Min.06/DTPC/09/17/18 on "Presentation on Gender mainstreaming in water and education sector" and</li> <li>3) A report on dated 12th June 2018 on Gender mainstreaming in Production Department.</li> </ol>	<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"> <li>• Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2.</li> </ul>	<p>There was evidence that gender focal point had planned for minimum 2 activities for the current FY to strengthen women's roles and address vulnerability and social inclusions. Three reports were seen in this regard, namely:</p> <ol style="list-style-type: none"> <li>1) Youth Women and PWD Council meetings;</li> <li>2) Health and Education support to children with disabilities;</li> <li>3) Skills enhancement for Women, Youth and PWDs and</li> <li>4) Conduct a Gender Needs Assessment.</li> </ol> <p>Out of UGX953,270,000, the District used UGX877,251,000 (92%) in the previous FY.</p>	<p>2</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1</li> </ul>	<p>There was evidence that environmental screening are carried out for activities, projects and plans and mitigation measures are planned and budgeted for. This was seen from the following Environmental screening Reports:</p> <ol style="list-style-type: none"> <li>1) Mechanised maintenance of Kayonza-Namatogonya Road (9.2 km) done on 22nd January 2018;</li> <li>2) Construction of a two classroom block with an office and store in Bujwaya P/S in Kyonza Sub-County done on 22nd January 2018;</li> <li>3) Construction of a lined 5-stance pit latrine at Bulawula Public School, Kitimbwa done on 22nd January 2018;</li> <li>4) Drilling of a deep borehole at Nakivubo village, Kitimbwa sub-county done on 22nd January 2018 and</li> <li>5) Maintenance of Gangama-Bukamba Road (11 km) done on 22nd January 2018.</li> </ol>	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>1) Initially, District set a policy under Special Conditions of the Bid Documents of including planting of 20 trees for every construction project and a hand washing facility for every toilet constructed and</p> <p>2) Starting this FY, a stand-alone section on environmental mitigation measures has been included in Bid Documents.</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> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>The District Administration Headquarters have got a Land title. Of the 9 sub-counties, none has a Land Title.</p> <p>Of the Health Centres, none has a Land Title</p> <p>Of the Schools, none has a Land Title since all are Faith-based and the Land belong to the parent Faith-based organisation.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>There was evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer. The CDO is not involved in this exercise. Certificates seen include:</p> <ol style="list-style-type: none"> <li>1) Certificate No. 04/17/18, dated 22nd February 2018 issued after mechanised maintenance of Gangama-Bukamba Road;</li> <li>2) Certificate No. 03/17/18, dated 22nd February 2018 issued after completion of construction of a teacher's house and two pit latrines at Kyengera C/U Primary school;</li> <li>3) Certificate No. 02/17/18, dated 20th February 2018 issued after completion of two classroom block and office at Bujwaya Primary School, Kayonza;</li> <li>4) Certificate No. 01/17/18, dated 20th February 2018 issued after completion of 5-stance pit latrine at Bulawula Public School in Kitimbwa sub-county and</li> </ol> <ol style="list-style-type: none"> <li>1) Certificate No. 06/17/18, dated 22nd February 2018 issued after completion of mechanised maintenance of Kayonza, Namatogonya, Lugasa, Bogonya, Kawolokota, Namizo and Nyondo Roads.</li> </ol>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>There was no evidence that the contract payment certificated includes prior environment 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"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>There was evidence that environmental officer and CDO monthly report included completed checklists, deviations observed with pictures and corrective actions. Among such reports seen included reports for the all months of this year, 2018.</p>	<p>1</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<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>Kayunga Disrict Education department has budgeted for a Head Teacher and at least seven teachers as evidenced by the staff lists and wage estimates for the Financial Year 2018/19.</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>Kayunga DEO has not made the required deployments as evidenced by the staff list of 2018/9.</p>	0
<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>	<p>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</p> <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul>	<p>Kayunga District LG Education office has not filled 176 (11%) positions of the 1678 teachers provided by the wage bill as evidenced by communication from the District Education ( DEO) to the Chief Administrative Office (CAO) on 11/07/18.</p>	3

<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>Kayunga DEO has substantively filled the 1 position of school inspector as evidenced by the recruitment plan of 11/07/18.</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"> <li>• Primary Teachers: score 2</li> </ul>	<p>Kayunga District Education Department duly submitted its current FY recruitment plan on 11/07/18.</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"> <li>• School Inspectors: score 2</li> </ul>	<p>.Kayunga District Education Department submitted its current FY recruitment plan for positions of school inspectors on 11/07/18.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul>	<p>There was evidence that the 2 Inspectors of School had been appraised at the time of assessment; Bubale Dan Inspector of Schools ( 15th/07/2018) and Simali Ramadhan Inspector of Schools ( 15th /07/2018).</p>	<p>3</p>
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul>	<p>There was evidence in the sampled 10 schools that 90% (9 out of 10) head teachers had been appraised at the time of assessment. The sampled were; Nakivubo C/U ( 20th/12/2017), Kimanya (10/01/2018), Misanga C/U (09/01/2018), Natete C/U, Bwetyaba R/C (18th/12/2017), Nawandagala (19/01/2018), Kyebuye ( 20th/12/2017) , Kangulumira C/U ( 11/01/2018), Bugato ( 11th/01/2018), and Maligita ( 11/01/2018). It was only the Head teacher of Nateeta that had not been appraised at the time of the assessment.</p>	<p>3</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>The DEO disseminated the following circulars and were acknowledged as received by the zonal leaders:</p> <ul style="list-style-type: none"> <li>i. Land for school development received by the Galiraya Zonal leader on 28/04/18;</li> <li>ii. Dissolution of SMC written by the DEO on 19/07/18 and received by the Galiraya zonal leader 22/07/17;</li> <li>iii. Guidance on schools' construction sent by the DEO on 27/04/18 and received by the Galiraya zonal leader on 28/04/18;</li> <li>iv. Primary Leaving Examination (PLE) sent by the DEO on 19/04/18 and received by the Galiraya zonal leader on 19/08/18; and</li> <li>v. Cross cutting issues sent by the DEO on 25/05/18 and received by Galiraya zonal leader on 25/05/18.</li> </ul>	<p>1</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<p>Kayunga Education department held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level as evidenced by the minutes of the departmental meeting and seminars: Seminar for Librarian /Sanitation Teachers and Head teachers on 28/03/18; Head Teachers' meeting of 1/02/178; and Head Teachers meeting of 21/3/18.</p>	<p>2</p>

<p>The LG Education Department has effectively inspected all registered primary schools<sup>2</sup></p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	<p>Kayunga District Education Department inspected all schools \at least once per term as evidenced by the following inspection reports:</p> <ul style="list-style-type: none"> <li>i. 2017 Term 2 report dated 04./15/17;</li> <li>ii. 2017 Term 3 report of dated 04/09/17;</li> <li>iii. 2018 Term 1 report dated 23/03/18; and</li> <li>iv. 2018 Term 2 report dated 10/17/18.</li> </ul>	<p>12</p>
<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	<p>Kayunga District Education Department discussed school inspection reports and used them to make recommendations for corrective action as evidenced by the minutes of the departmental meetings of: 25/06/18; 23/04/18; 18/02/17; 12/01/18; 27/07/17; and 25/09/17.</p>	<p>4</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	<p>No evidence was availed.</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"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>The school inspection reports' recommendations were followed up as evidenced by the minutes of the disciplinary committee meeting of 28/06/18.</p>	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>Kayunga District Local Government has submitted consistent data for both EMIS and PBS reports as evidenced by data collected from the two sources: EMIS report (Obtained from MOES), 67 schools; and PBS report, 67 schools.</p>	<p>5</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>Number of pupils enrolled in UPE data from the two reports of EMIS and PBS is not consistent as evidenced by data from the two sources: EMIS (Set obtained from MOES), 7382 pupils; and PBS , 86919 pupils.</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>The sector committee responsible for education meets and discusses service delivery issues. This is evidenced by the minutes of the education and health standing committee meeting dated 13/02/2018 under min.89/EHC/02/17/18: Discussion of district performance at the primary leaving examinations of 2017; and meeting of 29/11/2017 min.79/EHC/11/17/18: Sector progress reports. One key issue discussed was the launch of the construction works at eight (8) primary schools including Bujwaya C/U, Kawolokota and Nanjwenge.</p>	<p>2</p>
<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>There was evidence that the education sector committee presented issues that required approval to Council. This is confirmed by Minutes from Council meeting dated 21/12/2017 under min.354/KDC/12/17/18: Resolution to stream line provision of support to selected children with disabilities; and meeting dated 26/10/2017 under min.348/KDC/10/17/18: Approval of supplementary budgets for education and health.</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"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>Evidenced from the minutes of the SMC meetings from the following sampled five schools' files from the DEOs office:</p> <ul style="list-style-type: none"> <li>i Bugato Primary School on 9/08/17;</li> <li>ii. Kitetya Primary School on 2/8/17;</li> <li>iii. Biseka C/U Primary School on 19/06/18;</li> <li>iv. Kyerima UMEA Primary School on 2/05/18; and</li> <li>v. Nyinze Roman Catholic School Primary school on 27/06/18.</li> </ul>	<p>5</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants</li> </ul> <p>e.g. through posting on public notice boards: score 3</p>	<p>The following publications of Universal Primary Education (UPE) funds received during the FY 2017/18 were available at the Education office Notice Board:</p> <ul style="list-style-type: none"> <li>a. Quarter 1 of 2027/18 dated 16/08/17;</li> <li>b. Quarter 3 of 2017/18 dated 12/2/18; and</li> <li>c. Quarter 4 of 2017/18 dated 29/04/18.</li> </ul>	<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, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	<p>Kayunga District Education Department timely submitted its procurement requests as evidenced by the procurement request forms submitted to the DPU on 26/04/18 by the DEO.</p>	<p>4</p>



<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>	<p>The LG Education departments timely certified and recommended suppliers for payment, for example:</p> <ul style="list-style-type: none"> <li>- A request from EAGER construction company ltd of UGX 14,000,000 for construction of a pit latrine at Nawansama Primary school submitted for payment on 13/6/2017 was recommended by the District Education Officer (DEO) on 15/6/2017; (2 days);</li> <li>- An Invoice from UMEME of UGX 123,646 for supply of electricity to the education department submitted on 2/7/2017 was recommended for payment by the DEO on 7/8/2017 (32 days);</li> <li>-A request from Restoration 2010 company ltd of UGX 42,797,518 for construction of a staff pit latrine at Kyetume High School submitted on 21/6/2017 was recommended for payment on 21/6/2017 (1 day);</li> <li>- A request from Nkabi investments Ltd of UGX 56,089,075 for construction of 2 class rooms at Nanjwenge P/S, submitted on 11/12/2017 was recommended for payment by the DEO on 20/12/2017 (9 days);</li> <li>- A request from Wangi General enterprises of UGX 59,371,858 for construction of 2 classroom blocks at Bujwaya P/S submitted on 12/1/2018 was recommended for payment by the DEO on 18/1/2018 (6 days);</li> <li>-A request from ALKA general enterprises of 11,464,700 for 2 class rooms at Musitwa P/s submitted on 26/2/2018 was recommended for payment by the DEO on 21/3/2018 (25 days);</li> <li>-A request from Wangi General enterprises of UGX 13,323,299 for construction of 2 class room blocks at Kawolokota RC P/s submitted on 27/2/2018 was recommended for payment by the DEO on 13/3/2018 (14 days); and</li> <li>- A request from Rushenyamahamba international co ltd of UGX 22,791,936 for construction of latrines at Busingwire and Kasoke P/s submitted on 12/6/2018 was recommended for payment by the DEO on 12/6/2018 (1 day).</li> </ul>	3
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<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul>	<p>There was evidence that the education department submitted to the planner the annual and four quarterly performance reports for the previous FY for consolidation as follows: Quarter 1 on 11/10/2017, Quarter 2 on 9/01/2018, Quarter 3 on 10/04/2018; and Quarter 4 on 07/08/2018. However, the LG submitted the Quarter 4 report late, beyond the 15th of July deadline.</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"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>o If sector has no audit query score 4</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>o If all queries are not responded to score 0</li> </ul> </li> </ul>	<p>The education sector provided information to the internal audit on the status of implementation of all the 2 audit findings for the year 2017/18. This was on a cover letter dated 27/3/2018, signed by Mrs Alice Doya, the DEO ,addressed to the Sec PAC and copied to District Internal Auditor.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>	<p>Kayunga District Education department in consultation with the gender focal person disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, and life skills, as evidenced by the report of the presentation made to senior women leaders on sexuality education by the senior community development officer: Kayunga District Local Government on 19/12/18.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>Kayunga District Education department in collaboration with gender department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools as was evidenced by the report of the presentation made to senior women leaders on sexuality education by the senior community development officer; Kayunga District Local Government on 19/12/18.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>Kayunga District School Management Committees meet the guideline on gender composition as evidenced by the composition of the SMC of the five sampled schools:</p> <ul style="list-style-type: none"> <li>i. Kanjuki UMEA Primary School: 2 of the 6 Foundation members of the SMC are female;</li> <li>ii. Bwetyaba Primary School ; 2 of the 6 foundation members of the SMC are women;</li> <li>iii. Ndeeba C/U Primary School ; 2 of the 6 foundation members of the SMC are women;</li> <li>iv. Namagabi UMEA Primary School: 3 out of the 6 foundation members of the SMC are women and</li> <li>v. Kayunga Girls Primary School : 3 out of the 6 foundation members of the SMC are women.</li> </ul>	<p>1</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul>	<p>No evidence availed.</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>	<p>No evidence availed.</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>	<p>No evidence availed.</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"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>There was evidence that Kayunga Local Government filled the structure for Primary health Care workers with a wage bill provision from PHC wage for the current FY, as it was noted that the approved structure for Kayunga district had a total of 487 primary health care workers and the IPF for the current FY supported 425 primary health care workers reflecting a staffing level of 87% ( i.e <math>425/487 \times 100</math> ).</p>	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>	<p>There was evidence that health department submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers, as it was noted that submission of the health department recruitment plan for FY 2018/2019 was made and received by the principal Human Resource Officer of Kayunga District on the 18th/05/2018 with 15 positions of primary health care workers.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	<p>There was evidence that 100% of all the 10 In-charges in Health centres sampled had been appraised; Nazigo HC III (20/07/2018), Ntenjeru HC III ( 24th/07/2018), Busale HC III (30th/06/2018), Buyobe HC II (07th/07/2018), Wabwoko HC III ( 10th/07/2018), Kakika HC II ( 30th/07/2018), Bbale HC IV ( 8th/08/2018), Galiraya HC III ( 10th/08/2018), Kasokwe HC II 01st/08/2018), Kawongo HC III (10th/08/2018) and Galiraya HC II (28th/07/2018).</p>	<p>8</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4</li> </ul>	<p>There was evidence that Kayunga health department deployed health workers in line with the lists submitted with the budget for the current FY, as it was noted that the updated staff list that had total of 425 primary health care workers of various cadreship was available at DHO's office and it was consistent with the list in PBS for FY 2018/2019. Also updated staff lists at all the 5 sampled health facilities (i.e. Kayunga Hospital, Bale HC IV, Kangulumira HC IV, Busana HC III and Lugasa HC III) were consistent with the PBS list, despite a few transfers of some health workers as it was noted at the DHO's files.</p>	<p>4</p>
<p>Monitoring and Supervision</p>			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	<p>There was no evidence that the DHO communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities, as it was noted that only one copy of prioritized MOH policies, guidelines and circulars for the FY 2017/2018 i.e. policy strategies for improving health services delivery 2016/202, among other non prioritized policies and guidelines for example RBF ( Result based financing ) were available at DHO's office and disseminated to health facilities.</p>	<p>0</p>

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<p>There was no evidence that the DHO held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level, as there were no minutes of DHT meeting/s addressing issues of guidelines, policies and circulars, neither were there evidence of meetings with health facility in-charges and DHO, where among other things the DHO explained guidelines, policies and circulars.</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>There was evidence that the DHT supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter as it was noted that Kayunga Hospital, the only district hospital, Bale HC IV and Kangulumira HC IV were adequately supervised on a quarterly basis as reflected in all of the 4 quarterly support supervision reports, as reflected below:</p> <ul style="list-style-type: none"> <li>1st quarter technical integrated support supervision conducted from 25th-29th/09/2017, Where, Bale HC IV, Kayunga Hospital and Kangulumira HC IV, were adequately support supervised;</li> <li>2nd quarter technical integrated support supervision conducted from 15th-19th/11/2017 financial year, where, Bale HC IV, Kanguluira HC IV and Kayunga Hospital were adequately support supervised;</li> <li>3rd quarter technical integrated support supervision conducted from 16th-20th/03/2018 financial year, where, Kangulumira HC IV, Bale HC IV and Kayunga Hospital were adequately support supervised and</li> <li>4th quarter technical integrated support supervision conducted from 18th-22nd/06/2018. where Kangulumira HC IV, Kayunga Hospital and Bale HC IV were adequately support supervised.</li> </ul> <p>This reflected 100% supervision to two HC IVs and 1 District Hospital, by DHT.</p>	<p>3</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>• If 100% supervised: score 3</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60% - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	<p>There was evidence that DHT ensured that HSDs supervised lower level health facilities within the previous FY, as reflected below:</p> <ul style="list-style-type: none"> <li>• Ntenjeru South HSD (Kangulumira HC IV), with 5 lower level health facilities being supervised. Integrated support supervision conducted between 25th/09/2017-29th/09/2017 for 1st quarter, 15th-19th October 2017 for 2nd quarter, 16th-20th/03/2018 for 3rd quarter and 18th-22nd/06/2018 for 4th quarter respectively, all showed adequate support supervision, where 5 lower level health facilities out of five under Ntenjeru South HSD were support supervised on a quarterly basis, reflecting 100% support supervision to lower level health facilities, by Kangulumira HC IV ( Ntenjeru North HSD ).</li> <li>• Ntenjeru North HSD (Kayunga Hospital) with 7 lower level health facilities being supervised. Integrated support supervision conducted between 25th-29th/09/2017 for 1st quarter, 15th-19th/10/2017 for 2nd quarter, 16-20th/03/2018 for 3rd quarter and 18th-22nd /06/2018 for 4th quarter respectively, all showed adequate support supervision, where 7 lower level health facilities out of 7 under Ntenjeru North HSD were support supervised on a quarterly basis, reflecting 100% support supervision of lower health facilities by kayunga Hospital ( Ntenjeru North HSD ) and</li> <li>• Bale HSD (Bale HC IV ), with 10 lower level health facilities being supervised. Integrated support supervision conducted between 25th-29th/09/2017 for 1st quarter, 15th-19th/10/2017 for 2nd quarter, 16-20th/03/2018 for 3rd quarter and 18th-22nd/06/2018, for 4th quarter, respectively, all showed adequate support supervision, where 10 out of 10 lower level health facilities under Bale HSD were support supervised on a quarterly basis, reflecting 100% support supervision of lower level health facilities, by Bale HSD.</li> </ul>	
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<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4</li> </ul>	<p>There was no evidence that all the 4 quarterly reports were discussed and used to make recommendations ( in each quarter) for corrective actions, as there were no support supervision monitoring visit reports, neither were there minutes of quarterly/monthly DHT meetings addressing support supervision recommendations/action points.</p>	<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"> <li>Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	<p>There was no evidence that recommendations were followed up and specific activities under taken for correction, as there were no recommendations from support supervision visits and follow-up in support supervision log books of the health facilities visited, i.e. Kayunga Hospital, Kangulumira HC IV, Bale HC IV, Busana HC III and Lugasa HC III and neither were there minutes of monthly/quarterly DHT meetings showing corrective measures following support supervision recommendation/s.</p>	<p>0</p>

<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>There was evidence that Kayunga Local government submitted accurate/consistent data, as it was noted that there was a copy of the list of health facilities at the DHO's office that were consistently and accurately submitting HMIS data to the DHO/MOH, and the facilities on the list were the same as those facilities reflected in PBS for the previous FY.</p> <ul style="list-style-type: none"> <li>• The health facilities included: Kayunga Hospital; Ntenjeru HC III; Busale HC II; Buyoba HC III; Busana HC III; Nakatovu HC II; Namusola HC II; Namagabi HC II; Kangulumira HC IV; Bukambo HC II; Kangulumira HC II; Nazigo Mission HC II; Kangulumira Integrated HC II; Bale HC IV; Galiraya HC III; Kasokwe HC II; Nakyera HC II; Kakika HC II; Lugasa HC III; Rwabwoko HC II; Nkokonjeru HC III and Bulawola prisons HC II.</li> </ul>	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>The LG committee responsible for health met and discussed service delivery issues including supervision reports. This is evidenced by:</p> <ul style="list-style-type: none"> <li>- The sector committee meeting held on 13/02/2018 under minute min.89/EHC/02/17/18: Monitoring service delivery at 10 health centers; and min.90/EHC/02/17/18: Issues of sanitation and transfer of funds to health facilities run by Non-Governmental Organizations; and</li> <li>- Meeting dated 29/11/2017 under min.77/EHC/11/17/18: Provision of two motorcycles to facilitate the monitoring of TB by the TB focal persons.</li> </ul>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>The health sector committee presented issues that require approval to Council. This is confirmed by Minutes of Council meeting dated 26/10/2017: min.354/KDC/12/17/18: Adoption of first quarter progress report for health; and min.348/KDC/10/17/18: Council approval of a supplementary budget proposal for health and education.</p>	<p>2</p>

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul>	<p>There was evidence health facilities and hospitals had functional HUMCs/boards (established, meetings held and budget and resource issues discussed as reflected below:</p> <ul style="list-style-type: none"> <li>• Kayunga hospital, met 4 times on, 12th/09/2017, 23rd/10/2017, 7th/02/2018, 25th/06/2018. This accounted for 100% of mandatory quarterly HUMC meetings;</li> <li>• Kangulumira HC IV, met 4 times on, 15th/09/2017, 12th/12/2017, 28th/02/2018, and 20th/06/2018. This accounted for 100% of mandatory HUMC quarterly meetings;</li> <li>• Busana HC III, met 4 times on, 8th/07/2017, 21st/12/2017, 12th/01/2018 and 25th/05/2018. This accounted for 100% of mandatory HUMC meetings;</li> <li>• Lugasa HC III, met 4 times on 18th/07/2017, 12th/10/2017, 29th/03/2017 and 29th/06/2018 This accounted for 100% of mandatory HUMC quarterly meetings and</li> <li>• Bale HC IV, met 4 times on, 25th/09/2017, 6th/11/2017, 28th/04/2018 and 20th/06/201. This accounted for 100% of mandatory HUMC quarterly meetings.</li> </ul>	<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"> <li>• Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul>	<p>There was evidence that Kayunga local government published all health facilities receiving PHC non-wage recurrent, as it was noted that 4 lists of releases to health facilities with PHC non wage figures were pinned on the DHO's notice board covering 1st, 2nd, 3rd and 4th quarter of 2017/2018 financial year.</p>	<p>4</p>
<p>Procurement and contract management</p>			

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	<p>There was evidence that health sector submitted input to PDU that covered all investment items in the approved sector annual work plan and budget on time by April 30th of the current F Y, as it was noted that a procurement plan was submitted and received by head of PDU on 24th/04/2018 and it covered 6 items:</p> <ul style="list-style-type: none"> <li>Upgrading of Bukamba health centre II to health centre III;</li> <li>Construction of placenta pits at Kawongo and Lugasa HC IIIs;</li> <li>Construction of 5 stance pit latrine at Kangulumira HC IV;</li> <li>Renovation of theatre at Bale HC IV;</li> <li>Procurement of assorted medical equipments and Repair of double cabin pick-up LG 0051-49.</li> </ul>	<p>2</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"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>There was evidence that Kayunga LG health department submitted procurement requested form (form PPI) to PDU by 1st quarter of previous FY, as it was noted that two forms PPI were available, dated 3rd/07/2017 and it covered one item, procurement of office stationary and the other one dated 3rd/07/2018 and covered also one item, procurement of fuel for the department.</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>District Health Officer (DHO) certified and recommended suppliers timely for payment, for example:</p> <p>-An invoice from GL energy Kayunga Service station of UGX 3,000,000 for fuel supplied for health operations work, submitted on 23/10/2017 was recommended for payment by the DHO on 7/11/2017 (15 days);</p> <p>- A request from Busingye Olive of UGX 705,000 for fuel for technical support and supervision submitted on 29/1/2018 was recommended for payment by the DHO on 31/1/2018 (2 days); and</p> <p>-A request from Busingye Olive of 1,042,000 for supervision submitted on 23/5/2018 was recommended by the DHO on 24/5/2018 ( 1 day);</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	<p>The department submitted the annual performance and all four quarterly reports to the Planner by mid-July for consolidation. This is evidenced by the following submission dates: Quarter 1 on 13/10/2017; Quarter 2 on 10/01/2018; Quarter 3 on 10/04/2018 and Quarter 4 on 10/07/2018.</p>	<p>4</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>• If sector has no audit query: Score 4</li> <li>• If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>• If all queries are not responded to Score 0</li> </ul>	<p>The LG health sector had no audit issues.</p>	<p>4</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"> <li>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2</li> </ul>	<p>There was evidence that Health Unit Management Committee (HUMC) met the gender composition of one third being females as reflected below:</p> <ul style="list-style-type: none"> <li>• Kayunga hospital, gender composition was at 42% ( 3 females out of 7 board members);</li> <li>• Kangulumira HC IV, gender composition was at 28% (3 females out of 8 HUMC members);</li> <li>• Busana HC III, gender composition was at 33% (3 females out of 9 HUMC members);</li> <li>• Lugasa HC III, gender composition was at 30% (2 females out of 6 HUMC members) and</li> <li>• Bale HC IV, gender composition was at 42% (3 females at out of 7HUMC members).</li> </ul>	<p>2</p>

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<p>There was evidence that Kayunga Local Government issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women, as it was noted that there was an acknowledgement list regarding issuance of sanitation guidelines, dated 12th/03/2018, signed by all in-charges of health facilities.</p> <ul style="list-style-type: none"> <li>Sanitation guidelines were also available in all of the 5 health facilities visited i.e. Kayunga hospital, Bale HC IV, Kangulumira HC IV, Busana HC III and Lugasa HC III.</li> </ul> <p>Also sanitary facilities for all of the health facilities visited were labelled for men and for women to segregate either sex.</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<p>There were no health facility projects in Kayunga district in the previous FY, the renovation and construction works taking place in Kayunga hospital was centrally procured and screening was done by National Environmental Management Authority (NEMA).</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2</li> </ul>	<p>There were no health facility infrastructure projects in Kayunga District in the previous financial year.</p>	<p>2</p>

<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4.</li> </ul>	<p>There was evidence that Kayunga District issued guidelines on medical waste management, as it was noted that infectious medical waste guidelines and infectious medical waste segregation charts were available in all health facilities visited i.e. Kayunga Hospital, Kangulumira HC IV, Busana Health HC III, Lugasa Health Centre III and Bale HC IV.</p> <ul style="list-style-type: none"> <li>There was also an acknowledgement list signed by all in-charges dated 12/03/2018, regarding issuance of waste management guidelines.</li> </ul>	<p>4</p>
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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"> <li>• Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY:               <ul style="list-style-type: none"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>The Safe Water Coverage data for Kayunga DLG show that the district has safe water access of 75%. Six sub-counties were below district safe water access coverage: Bbaale S/C-61%; Galiraaya S/C-38%; Kayonza S/C-53%; Kitimbwa S/C-53%; Busaana S/C-58% and Nazigo S/C-67%.</p> <p>In the AWP for FY 2018/19 received by the MoWE on 15th August 2018, the DWO targeted all the above S/Cs:</p> <ul style="list-style-type: none"> <li>• Bbaale S/C-2 new boreholes at Kataigwa village and Nabisubyaki village;</li> <li>• Galiraaya S/C-2 new boreholes at Nakatuli village and Kalenge village;</li> <li>• Kayonza S/C-1 new borehole at Kazinga village and 1 borehole rehabilitation at Kasolokamponye village;</li> <li>• Kitimbwa S/C-1 borehole rehabilitation at Wantete village;</li> <li>• Busaana S/C-1 new borehole at Kuffu-Lusenke village and</li> <li>• Nazigo S/C-2 new boreholes at Busagazi and Kisoga-Musamya villages.</li> </ul> <p>In conclusion, 100% of the budget allocation was allocated to S/Cs with safe water coverage below district coverage of 75% in the current FY 2018/19 hence the score 10.</p>	10

The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)

Maximum 15 points for this performance measure

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

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

Score 15

- o If 80-99%: Score 10

- o If 60-79: Score 5

- o If below 60 %: Score 0

In the annual progress report for quarter four of FY2017/18 submitted on 30th July 2018 and received by MoWE on 15th August 2018, Kayunga DLG implemented water projects in the targeted S/Cs with safe water coverage below district coverage of 75%:

- Bbaale S/C-1 new borehole Nabisubyaki village and 1 borehole rehabilitation at Misanga village;

- Galiraaya S/C-2 new boreholes at Kiwula village and Banda village;

- Kayonza S/C-1 new borehole at Kafumba village and 1 borehole rehabilitation at Kabalangaja village;

- Kitimbwa S/C-1 new borehole and 1 borehole rehabilitation at Nakivubo A village;

- Busaana S/C-1 new borehole at Namirembe village and

- Nazigo S/C-1 new borehole at Katikanyonyi village and 2 rehabilitations at Nume-Bunyumya and Zakaliya villages.

In conclusion, 100% of the water projects were implemented in the targeted S/Cs with safe water coverage below district coverage of 75% in the FY 2017/18 hence the score 15.

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>Progressive and monitoring reports for all Water projects submitted to CAO by the DWO for the last FY 2017/18 were on file for example:</p> <ul style="list-style-type: none"> <li>• Inspection report on the status of Nakyesa 3-stance with 3 bathrooms and a urinal latrine dated 13th February 2018;</li> <li>• Field progressive reports by Bbaale County Water Officer dated 8th December 2017;</li> <li>• Field report for sitting, drilling, construction, test pumping and installation of 5 boreholes in Ntenjeru County dated 01st January 2018 and</li> <li>• Field monthly report for July 2018 for Kyerima-Kitimbwa piped water system dated 14th August 2018.</li> </ul> <p>From the analysis, 100% of the WSS facilities were monitored annually by the DWO hence score 15.</p>	<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"> <li>• Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> <li>• List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>The Safe Water Coverage data for Kayunga DLG show that the district has safe water access of 75%, Bbaale S/C-61%, Galiraaya S/C-38% , Kayonza S/C-53% , Kitimbwa S/C-53% , Busaana S/C-58% and Nazigo S/C-67%.</p> <p>This was contrary to the MIS report that shows Kayunga DLG has safe water access of 73%,Bbaale S/C-69% ,Galiraaya S/C-63% ,Kayonza S/C-63% ,Kitimbwa S/C-52% ,Busaana S/C-67% and Nazigo S/C-83%. Hence, inconsistent data for the current FY was found hence score 0.</p>	<p>0</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>The list of water facilities reported by Kayunga DWO for FY 2017/18 were consistent in both PBS and MIS reports that is 58 springs, 258 shallow wells, 522 boreholes,36 water tanks,113 house connections,241 yard taps and 35 public taps.</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>Procurement plan and the procurement requests to PDU from DWO for FY 2018/19 were submitted late on 19th July 2018 after 30th April 2018 for example:</p> <ul style="list-style-type: none"> <li>Procurement request for drilling of 9 deep boreholes submitted on 19th July 2018 and</li> <li>Construction of 3stance with bathroom and urinal latrine at Nakirubi Rural Growth Centre submitted on 4th September 2018.</li> </ul>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>Appointments for contract managers of WSS, contract management plans and minutes of site meetings were were found on file for example minutes of site meeting for Kyerima-Kitimbwa piped water project held on 3rd October 2017.</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"> <li>If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>From the field visit and review of supervision reports, Nakyesa VIP latrine of Kayonza S/C was not constructed as per the design for example there were no stance for Persons with Disabilities and also labels on rooms for Males and Females.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>A final completion report for siting, designing, supervision of drilling and construction of 10 borehole sites was submitted to Kayunga DWO by Scan Water Contractors and Consultants Ltd on 18th January 2018.</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"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>A completion certificate was awarded by DWO to Muyizzi Construction company Ltd on 2nd March 2018 for construction of a 3-stance pit latrine with bathrooms and urinals in Nakyesa Rural Growth Centre in Kayonza S/C. Contract No.KAYU/523/WRKS/2017-18/00086.</p> <p>Also, certificate of completion was awarded by DWO to Galaxy Agro-Tech(U) Ltd on 18th January 2018 for the drilling, development, construction and installation of 10 boreholes. Contract No. KAYU/523/WRKS/2017-18/00067.</p>	<p>2</p>

<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<p>The LG water sector timely certified and recommended suppliers for payment, for example:</p> <ul style="list-style-type: none"> <li>- A request from ICON Projects Ltd of UGX 19,604,856 for construction of 8 hand pumps submitted on 11/12/2017 was recommended for payment by the District Water Officer (DWO) on 8/1/2018 (27 days);</li> <li>-A request from GALAXY Agritech U LTD of UGX 162,209,644 for drilling, development, construction, test pumping and installation of 10 boreholes submitted on 15/1/2018 was recommended for payment by the DWO on 18/1/2018 (3 days);</li> <li>-A request from Ntenjeru CWO of UGX 670,000 for water supply and sanitation coordination meeting submitted on 30/1/2018 was recommended for payment by the DWO on 30/1/2018 (1 day); and</li> <li>- A request from Scan water contractors of shs 5,605,000 for well designing and supervision of contract submitted on 15/1/2018 was recommended for payment by the DWO on 30/1/2018 (15 days).</li> </ul>	<p>3</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	<p>The department submitted the annual performance and all the four quarterly reports to the Planner for consolidation as follows: Quarter 1 on 13/10/2017; Quarter 2 on 10/01/2018; Quarter 3 on 12/04/2018 and Quarter 4 on 9/08/2018. It was observed that the LG submitted the Quarter 4 report late, beyond the 15th of July deadline.</p>	<p>0</p>

<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>o If sector has no audit query score 5</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> <li>If queries are not responded to score 0</li> </ul>	<p>The water sector provided information to the internal audit on the status of implementation of the 4 audit findings for the year 2017/18. These were with a cover letter dated 12/6/2018, and signed by Drate Edema Robert, the District water Officer.</p>	<p>3</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	<p>The LG committee responsible for water met and discussed service delivery issues including supervision reports. This is evidenced by:</p> <ul style="list-style-type: none"> <li>- The sector committee meeting held on 24/05/2018 under minute min.79/PTN/05/17/18: Consideration of third quarter progress reports - water sector performance; and</li> <li>- Meeting dated 14/02/2018 under min. 72/PTN/02/17/18: Progress on rural piped water supply scheme at Kitimbwa.</li> </ul>	<p>3</p>

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	<p>The water sector committee presented issues that require approval to Council. This is confirmed by Minutes of Council meeting dated 06/06/2018: min.389/KDC/06/17/18: Adoption of sector reports on education, health, housing and water; and meeting dated 22/03/2018 under min.369/KDC/03/17/18: Council resolution to reallocate funds from Nakyesa water scheme to Kitimbwa rural water scheme.</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"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	<p>The Assessor found on the district notice board information on budget and water development grant releases and expenditures for example:</p> <p>In quarter 3 FY 2017/18 releases published by Kayunga CAO, rural water development grant was Ugshs 216,164,695.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>The assessor conducted field visits at 5 water &amp; sanitation facilities and found that all the five either missed the name of the contractor, source of funding or date of construction:</p> <ul style="list-style-type: none"> <li>Kyanya borehole, Kayunga S/C-missed contractor &amp; source of funding;</li> <li>Kitimbwa-Kyerima piped water supply,- missed source of funding.</li> <li>Nakyesa VIP latrine, Kayonza S/C - missed date of construction.</li> <li>Wabukwa borehole, Kangulumira S/C-missed name of contractor</li> <li>Senda borehole, Nazigo S/C-missed name of contractor &amp; Source of funding.</li> </ul>	<p>0</p>



<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>Information on WSS tenders and contract awards were found on Kayunga district noticeboard and was pinned on 29th September 2017.</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"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>No evidence of community application forms and payment of contribution fees for the current FY 2018/19 was found on file. The applications and payment receipts seen were for FY 2016/17 or before:</p> <ul style="list-style-type: none"> <li>Sokoso L.C.1 paid Ugshs 200,000. Receipt no.00669 and</li> <li>Galilaya Seed Secondary school paid Ugshs 200,000. Receipt no.00693.</li> </ul>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii( carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>During field visit, the water facilities were found fenced to prevent destruction of water facilities for example Kyanya borehole, Kitimbwa-Kyerima piped water supply, Wabukwa borehole and Senda borehole.</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"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>Environmental and Social impact screens used by the ENR officer in the screening of WSS facilities were found on file for example drilling, construction and installation of deep boreholes Screening conducted by Musaaazi Patrick on 23rd February 2018.</p>	<p>2</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>No cases of unacceptable environmental concerns in the FY 2017/18 were documented by the DWO.</p>	<p>1</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>There was no clause on environmental protection in the construction and supervision contracts issued by Kayunga DLG.</p>	<p>0</p>

The district Water department has promoted gender equity in WSC composition.

Maximum 3 points for this performance measure

- 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

A report by Kafeero Collins, Assistant DWO in charge of Software Activities dated 02nd January 2018 on community mobilisation, selection and training of new Water User Committees in Kayunga district presents the following:

- Kangulumira S/C-3 committees with 18 members (F=10, M=8), F-holding key position;
- Nazigo S/C-5 committees with 30 members (F=12, M=18), F-holding key position;
- Kayunga S/C-2 committees with 12 members (F=6, M=6), F-holding key position;
- Busaana S/C-4 committees with 24 members (F=11, M=13), F-holding key position;
- Kayonza S/C-2 committees with 12 members (F=3, M=9), F-holding key position;
- Bbaale S/C-2 committees with 12 members (F=6, M=6), F-holding key position;
- Galiraaya S/C-5 committees with 30 members (F=9, M=21), F-holding key position and
- Kitimbwa S/C-2 committees with 12 members (F=6, M=6), F-holding key position.

Hence, from above statistics, 50% of WSCs were women (4 out of 8 S/Cs) and they occupied key positions hence score 3.

<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	<p>Nakyesa VIP latrine in Kayonza S/C constructed in the FY 2017/18 did not have a stance for Persons with Disabilities hence score 0.</p>	<p>0</p>
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