



Local Government Performance Assessment

Kira Municipal Council

(Vote Code: 781)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	64%
Educational Performance Measures	80%
Health Performance Measures	92%
Water Performance Measures	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>The Local Government submitted the annual performance contract on 31st July 2018. This was 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"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>The Local Government submitted the budget together with the procurement plan on 31st July 2018. This was 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"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>The LG submitted the annual performance report for the previous year on 11th August 2018. This was after the deadline of 31st July 2018, thus 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"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>The Local Government submitted quarterly and annual reports as follows: Quarter 1 on 15th December 2017; Quarter 2 on 24th March 2018; Quarter 3 on 18th May 2018 and Quarter 4 on 11th August 2018.</p> <p>The LG submitted the 4th quarterly report (annual performance report) 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 line with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>The LG submitted audit responses to the PS/ST on 18/04/2018, which was before the deadline of April 30, 2018, hence the LG was compliant. This evidence was from the Office of the Directorate of Internal Audit, Ministry of Finance, Planning and Economic Development.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Kira MC 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"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>Kira Municipal LG does not have a fully constituted Physical Planning Committee as provided for in the Physical Planning Act 2010. One member is missing, that is, the Physical Planner in Private Practice.</p>	0
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>The LG submitted all the 4 sets of minutes to the MoLHUD on 11th July 2018. The four (4) sets of minutes submitted are dated as follows: 1st February 2018; 1st March 2018; 3rd April 2018 and 3rd May 2018.</p>	1

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>The Municipal Council does not have an approved physical development plan. The LG is in the process of preparing the physical development plan.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>The LG has an action area plan for Kira Ward. The plan was approved by the Division Council on 19th April 2018 under min.KDC63/04/2018: Approval of Kira ward local physical development plan.</p>	<p>1</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>There was evidence that the Priorities in the AWP are based on outcomes of the budget conference report dated 09/11/2017.</p> <p>The priorities in the AWP for the current FY include:</p> <ul style="list-style-type: none"> - Construction and rehabilitation of classroom blocks in selected schools (pg. 59 on AWP and pg.5 on Budget Conference report); - Completion and extension of Kira HCIII (pg. 53 on AWP and pg. 5 on Budget Conference report); - Upgrading roads to bitumen standards (pg. 69 on AWP and pg.7 on Budget Conference report); - Phase 2- structure planning of Kira municipal council (pg. 75 on AWP and pg.11 on Budget Conference report); - Phased construction of Kira MC administration block (pg. 10 on AWP and pg.22 on Budget Conference report); and - Stone pitching roads in three (3) divisions (pg. 72 on AWP and pg.7 on Budget Conference report) among others. <p>The budget conference report was approved by TPC on 6th November 2017 under Min.5/10/16: department briefs and budget conference priorities.</p>	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>There was evidence that the capital investments in the AWP for the current FY are derived from the approved five year development plan. The capital investments in the AWP for the current FY include:</p> <ul style="list-style-type: none"> - Construction and rehabilitation of classroom blocks in selected schools (pg. 59 on AWP and pg.114 of Five year development plan); - Completion of HC III staff house and rehabilitation of other health centers (pg. 53 on AWP and pg.114 of Five year development plan); - Renovation of classroom blocks in selected schools (pg. 59 on AWP and pg.118 of Five year development plan); - Phased construction of Kira MC administration block (pg. 10 on AWP and pg.92 of Five year development plan); and - Stone pitching roads in three (3) divisions (pg. 72 on AWP and pg.130 of Five year development plan) among others. 	<p>1</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>There was evidence that the project profiles were developed. However, the LG did not avail any evidence to show that the profiles were discussed in TPC meeting.</p>	<p>0</p>

<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>Statistical abstract was not availed. The reason given was that the statistical abstract was still under preparation.</p>	<p>0</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>There was evidence that all investment projects implemented in FY 2017/18 were derived from the AWP and approved budget. These included:</p> <ul style="list-style-type: none"> - Health: Construction of staff house at Kira HC (pg. 15 of the AWP and pg.18 of the budget for the FY 2017/2018); - Health: Procurement of land for solid waste management (pg. 15 of the AWP and pg.18 of the budget for the FY 2017/2018); - Health: Renovation of Kimwanyi HCII (pg. 15 of the AWP and pg.18 of the budget for the FY 2017/2018); - Education: Construction of classroom blocks at Kimwanyi, Kamuli St. Gonzaga and Kireka primary schools (pg. 17 of the AWP and pg.23 of the budget for the FY 2017/2018); - Construction of three 5-stance pit latrines at Kirinya and Buwaate (pg. 15 of the AWP and pg.23 of the budget for the FY 2017/2018); - Procurement of a hand roller (pg. 19 of the AWP and pg.28 of the budget for the FY 2017/2018); and - Plant maintenance, machinery and equipment (pg. 55 of the AWP and pg.28 of the budget for the FY 2017/2018) among others. 	<p>2</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>There was evidence that all investment projects implemented in the previous FY were completed as per work plan by end of FY. This accounts for 100% completion rate.</p> <p>The investments projects completed as per work plan by end of FY included:</p> <ul style="list-style-type: none"> - Works: Upgrading of Kira Kiwologoma road (1.2km) to bitumen standard (second seal); - Works: Upgrading of Najjera-Kungu road (0.3km) to bitumen standard; - Health: Construction of staff house at Kira HCIII (phase iv); - Health: Procurement of land for solid waste management; - Health: Renovation of Kimwanyi HCII; - Education: Construction of classroom blocks at Kimwanyi, Kamuli St. Gonzaga and Kireka primary schools; - Construction of three 5-stance pit latrines at Kirinya and Buwaate; - Procurement of hand roller; and - Plant maintenance, machinery and equipment among others. 	
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<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>The evidence availed showed that the LG did not complete all investment projects in the previous FY within Max. 15% plus or minus the original budget. The five projects sampled were executed as follows:</p> <ol style="list-style-type: none"> 1) Phased construction of administration block for the MC (budgeted: UGX297,961,000 - Actual Expenditure – UGX431,720,000), hence 145% expenditure; 2) Construction of staff house at Kira health center (budgeted: UGX144,000,000 - Actual Expenditure – UGX142,891,000); thus 99% expenditure; 3) Procurement of land for solid waste management (budgeted: UGX620,000,000 - Actual Expenditure – UGX539,470,000) thus 87% expenditure; 4) Construction of classroom block at Kimwanyi UMEA; rehabilitation of classroom block in Kamuli st. Gonzaga and Kireka UMEA (budgeted: UGX223,485,000 - Actual Expenditure – UGX265,877,000), thus 119% expenditure; and 5) Procurement of hand roller for labor based and routine manual maintenance (budgeted UGX50,000,000 - Actual Expenditure – UGX50,000,000) thus 100% expenditure. 	<p>0</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>The LG did not avail evidence of the budget and expenditure of O&M and the LG did not have a register of assets in need of maintenance.</p>	<p>0</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>The Municipality had substantively filled three posts of Principal Treasurer, Municipal Engineer and Senior Veterinary 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"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>There was evidence that all the substantively appointed HoDs, Acting and assigned duty officers had been appraised; Principal Treasurer (26th /07/2018), Senior Veterinary Officer(10th/08/2018), Senior Inspector (18th/07/2018), Senior Internal Auditor (10th/10/2018), Ag Municipal Community Development Officer (10th /08/2018) and Municipal Engineer (26th/07/2018).</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>There was no submission for recruitment in the financial year 2017/2018.</p>	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>There was no submission for confirmation to DSC in the financial year 2017/2018.</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"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>There was no submission by the office of Town Clerk to DSC for disciplinary action in the 2017/18.</p>	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>There was no recruitment by Kira Municipal Council in the financial year 2017/18.</p>	<p>3</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>The two retired officers (Kebba Stephen and Zimbe Violet) accessed after the mandatory two month period after retirement.</p>	<p>0</p>
<p>Revenue Mobilization</p>			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. If the increase is from 5% -10 %: score 2. If the increase is less than 5 %: score 0. 	<p>The LG collected UGX 4,010,007,222 in 2017/18, this compared to UGX 4,071,155,974 for the year 2016/17 gave a percentage drop of -1.5%.</p> <p>Reason given was political interference in tax collection during the year 2017/18.</p> <p>Source: LG Financial Statements for 2016/17 and 2017/18.</p>	<p>0</p>
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>The LG budgeted for UGX 4,769,953,000 but collected UGX 4,010,007,222 , this gave a short fall of 759,945,778 which was -16%.</p> <p>The reason given was political interference in tax collection during the year 2017/18.</p> <p>Source: 2017/18 Budget and Financial Statements.</p>	<p>0</p>

Local revenue administration, allocation and transparency

Maximum 4 points on this performance measure.

• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2

The LG remitted the mandatory LLG share of local governments, for example:

1) Remittances to Bweyogerere Division:

-On 5/11/2017, UGX 8,000,000 was sent on Electronic Funds Transfer (EFT) number 15615180;

-On 14/12/2017, UGX 8,000,000 was sent on EFT number 16047271;

-On 13/4/2018, UGX 26,000,000 was sent on EFT number 17323978; and

-On 22/6/2018, UGX 20,000,000 was sent on EFT number 18471912.

2) Remittances to Namugongo Division:

-On 5/11/2017, UGX 8,000,000 was sent on EFT number 156151271;

-On 14/12/2017, UGX 8,000,000 was sent on EFT number 16047272;

-On 3/4/2018, UGX 26,000,000 was sent on EFT number 17323986; and

-On 22/6/2018, UGX 16,000,000 was sent on EFT number 18471913.

3) Remittances to Kiira Division:

-On 5/11/2017, UGX 8,000,000 was sent on EFT number 15615179;

-On 14/12/2017, UGX 8,000,000 was sent on EFT number 16047274;

-On 3/4/2018, UGX 26,000,000 was sent on EFT number 17323983; and

-On 22/6/2018, UGX 20,000,000 was sent on EFT number 18471914.

This was 30% of the share of local revenue, hence the LG was compliant.

Source: Payment vouchers 2017/18.

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>The LG Council expenditures on allowances and emoluments from all sources was 344,934,592. Salaries for the Mayor, his Deputy and Division chairmen was UGX 99,454,992 from government, and their allowances from Local revenues was 245,479,600. This as a percentage of 2016/17 local revenue of UGX 4,071,155,974 gave 8.5% which was below the set 20%, hence the LG was compliant.</p> <p>Source: LG Cash book 2017/18.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The Municipal Council has filled the position of Procurement Officer but not Assistant Procurement Officer.</p> <p>The Procurement Officer was appointed on probation under Minute No. 275/2016 dated January 17, 2017 and signed by Ocen Ambrose, then Town Clerk, Kira Municipal Council.</p>	<p>0</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>There was evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY. TEC Reports seen included minutes for the following sittings:</p> <ol style="list-style-type: none"> 22nd December 2017 for construction of a 2 classroom block at Kirinya Catholic Primary School in Bweyogerere Division; 20th December 2017 for completion of Kira Health Centre III staff house phase IV; 11th September 2017 for rehabilitation of Kimwanyi Health Centre II in Kira Division; 21st December 2017 for supply and delivery of one vibro hand roller to Kira municipality; and 9th May 2018 for supply of industrial knitting/sewing machines to Kira Municipality. 	<p>1</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>There was evidence that the Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations. 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"> 1) CC meeting minutes of 18th June 2018, - Meeting Reference 010/DCC/2017-18; 2) CC meeting minutes of 14th February 2018, - Meeting Reference 006/DCC/2017-18; 3) CC meeting minutes of 27th December 2017, - Meeting Reference 005/DCC/2017-18; 4) CC meeting minutes of 23rd November 2017, - Meeting Reference 004/DCC/2017-18; and 5) CC meeting minutes of 5th October 2017, - Meeting Reference 002/DCC/2017-18. 	<p>1</p>
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The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

• 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

• 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. Among those sampled included construction of Kira Mujicipal Council Administration Block, construction of a 2 classroom block at Kirinya Catholic Primary School in Bweyogerere Division and rehabilitation of Classroom Blocks at Kireka UMEA Primary School and St. Gonzaga Kamuli Primary School in Namugongo Division.

• There was also evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan). Four Quarterly reports were submitted to the Auditor General. Whereas the Procurement Plan had a total of 68 planned projects, the total number of projects on the quarterly reports was 98. The increase was due to Call-offs where one project would be divided into different Call-offs. Among projects sampled from the submitted documents included:

- Rehabilitation of Kimwanyi Health Centre II.
Contractor: M/S Lale Group Ltd. Amount: UGX46,890,840. Procurement Ref. No. Kira781/WRKS/2017 –2018/00010;

- Supply of Office Furniture to Planning Unit
Contractor: M/S Nirona Investments Ltd. Amount: UGX3,067,999. Procurement Ref. No. Kira781/SUPLS/2017 –2018/00023; and

- Supply of Fuel and Lubricants to different Departments in Kira Municipal Council Contractor: M/S Bok Petroleum Ltd. Amount: “sum/unit price per item fixed for the period of contract”. Procurement Ref. No. Kira781/SUPLS/2017 –18/00004.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>The LG put out an advert in the New Vision Newspaper of Thursday September 27th, 2018 on page 37 where they advertised all Kira Municipal Council projects except that under Seed School. This was outside the August 30 deadline.</p>	<p>0</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>An updated Contracts Register was available having all projects implemented in previous FY.</p>	<p>2</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>There was evidence that for previous FY, the LG adhered with procurement thresholds. This was seen from sampled projects as follows:</p> <p>Open Bidding:</p> <ol style="list-style-type: none"> 1) Project: Construction of Kira Municipal Administration Block. Contractor: M/S Mobi Tex Engineering Company Works Ltd. <i>Amount: UGX335,495,181.</i> Procurement Ref. No. Kira781/WRKS/2017 –2018/00018. Contract Signed 20th February 2018; 2) Project: Construction of Kira Health Centre III phase V. Contractor: M/S Saed Technical Services Ltd. <i>Amount: UGX99,437,184.</i> Procurement Ref. No. Kira781/WRKS/2017 –2018/00032. Contract Signed 15th January 2018. <p>Selective Bidding:</p> <ol style="list-style-type: none"> 3) Project: Rehabilitation of Kimwanyi Health Centre II. Contractor: M/S Lale Group Ltd. <i>Amount: UGX46,890,840.</i> Procurement Ref. No. Kira781/WRKS/2017 –2018/00010. Contract Signed 25th September 2017; 4) Project: Supply of Office Furniture to Planning Unit Contractor: M/S Nirona Investments Ltd. <i>Amount: UGX3,067,999.</i> Procurement Ref. No. Kira781/SUPLS/2017 –2018/00023. Contract Signed 20th June 2018; and <p>Framework Contracts:</p> <ol style="list-style-type: none"> 5) Project: Supply of Fuel and Lubricants to different Departments in Kira Municipal Council Contractor: M/S Bok Petroleum Ltd. <i>Amount: “sum/unit price per item fixed for the period of contract”.</i> Procurement Ref. No. Kira781/SUPLS/2017 –18/00004. Contract Signed 23rd August 2017.
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Maximum 6 points on this performance measure.

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>There was evidence that all works projects implemented in the previous FY 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"> 1) Completion Certificate issued to M/S Saed Technical Services Ltd after completion of construction of Kira Health Centre III phase V. Certificates issued on 21st May 2018; 2) Completion Certificate issued to M/S Mayanja General Services Ltd after completion of supply and installation of solar street lights along Kabaka Road in Namugongo Division, Kira municipality. Certificates issued on 20th March 2018; 3) Completion Certificate issued to M/S Skylight General Services Ltd after completion of construction of construction of a 2 classroom block at Kirinya Catholic Primary School in Bweyogerere Division. Certificates issued on 12th June 2018; 4) Completion Certificate issued to M/S Nile Establishment (U) Ltd after completion of construction of two units of 5-stance pit latrine at Kirinya C/U and Hassan Trabi Primary Schools in Bweyogerere Division. Certificates issued on 27th March 2018; and 5) Interim Certificate No. 1 issued to Mobi Tex Engineering Company Works Ltd after completion of construction of Kira Municipal Council Administration Block phase II. Certificate issued on 21st May 2018. 	<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"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There was evidence that works projects for the current FY are clearly labelled with site boards indicating the name of the project, contract value, the contractor; source of funding and expected duration (see picture in Drop Box)</p>	<p>2</p>
<p>Financial management</p>			

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The LG was not up to date with monthly bank reconciliations at the time of the assessment.</p>	<p>0</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY <ul style="list-style-type: none"> – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>The LG made timely payments to the suppliers, for example:</p> <p>-A request from FEREST Investments ltd of UGX 53,384,150 for renovation of St Gonzaga Primary school, submitted on 2/5/2018, was paid on 1/6/2018 under payment voucher number 17030592;</p> <p>-A request from SKY Light general services ltd of UGX 45,291,145 for construction of a 2 class room block at Kirinya Primary School, submitted on 5/3/2018 was paid on 22/3/2018 under payment voucher number 17229389 ;</p> <p>-A request from Lale Group of UGX 21,989,114 for construction of class room block at Kyaliwajala Umea Primary School, submitted on 5/9/2017 was paid on 26/10/2017 under payment voucher number 145484710; and</p> <p>-A request from Nile Establishment u ltd of UGX 32,100,000 for construction of latrine at Kirinya Primary School, submitted on 30/1/2018 was paid on 12/2/2018 under payment voucher number 16668254.</p>	<p>2</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG has a substantive Senior Internal Auditor appointed on letter dated 1/12/2016, LG district service minute 276/2016.</p>	<p>1</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<ul style="list-style-type: none"> -Quarter 1 report was done on 15/10/2017 -Quarter 2 report was done on 15/1/2018 -Quarter 3 report was done on 15/4/2018 -Quarter 4 report was done on 15/7/2018 	<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>	<ul style="list-style-type: none"> -Quarter 1 report was submitted on 15/10/2017 -Quarter 2 report was submitted on 16/5/2018 -Quarter 3 report was submitted on 12/10/2018 -Quarter 4 report was submitted on 12/10/2018 	<p>2</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>The LG PAC tenure of office had expired during the year 2017/18.</p>	<p>0</p>
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The LG has an up to date Assets Register in soft copy and it conforms to the Accountant 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"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Kira MC 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"> Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>There was evidence that the Council met and discussed service delivery related issues. This was evidenced by the minutes of the Executive Committee meeting dated 02/05/2018, min.No.5/KMC/EXE/2018: Emergency roads; collapse of Nakalere bridge and assessment of damage; and Council minute dated, 27/11/2017, min.No.121/KMC/COU/2017: Council approved the allocation of one acre of land to Kira Division for the construction of the Division headquarters. Item 3 discussed purchase of land for Kireka central market.</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"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>The LG designated Ms. Joan Nalubega as a focal person in charge of coordinating response to feed-back (grievance/complaints). The evidence availed was her appointment letter dated 20th July 2018 under reference KMC/CR/218/1.</p>	<p>1</p>
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>The LG had a system for recording, investigating and responding to grievances. This was displayed on public notice boards at the LG headquarters.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>The LG payroll (August payroll register 2018) and pensioner schedule were pinned on public notice board at the municipal headquarters dated September 2018.</p>	<p>2</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>The procurement plan and awarded contracts and amounts were published on the notice board, dated 14/08/2018 and 16/07/2018, respectively.</p> <p>An example of awarded contract published on the notice board was renovation of classroom block at Kireka UMEA primary school and Gonzaga Kamuli primary school, contracted to Ms. Ferest Investments Ltd at UGX87,171,674; and construction of 5 stance pit latrine at Kirinya C/U and Hassan Trabi primary schools, contracted to M/s Nile Establishments at UGX78,164,703.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>The LG published the LG performance assessment results and implications on the notice board, dated 06 August 2016.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>The LG communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY. This was evidenced by TPC minutes dated 23/05/2018 under min.06/TPC/05/2018: Clients Charter and ICT policy; and Minute dated 9/11/2017, min.08/11/2018: progress on implementation of tax payers' expansion program. The LG also had evidence of circular addressed to CAO's, Town Clerks, and Resident District Commissioners dated 16/01/2017, subject: Operation of un licensed schools.</p>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>The LG during the previous FY conducted discussions with the public to provide feed-back on status of activity implementation. The evidence presented was radio scripts of radio program run every Tuesday at 7:00pm to 8:00pm on Prime Radio 91.6FM.</p>	<p>1</p>
<p>Social and environmental safeguards</p>			
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>There was evidence that the Municipal gender focal person (who is also the Senior CDO) has provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities. This was seen from the following:</p> <ol style="list-style-type: none"> 1) Annual Workplan for 2017/18 had a section on Gender mainstreaming under item 7; 2) The Municipal gender focal person (who is also the Senior CDO) presented a report on "Gender mainstreaming presentation to the Technical Planning Committee meeting held on 17th October 2017"; and 3) There was a Kira Municipal Headteachers General Meeting on 7th July 2018 at Kyaliwajjala UMEA primary school where item under Min 6/07/2017 discussed gender mainstreaming issues. 	<p>2</p>

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>There was evidence that the Municipal gender focal person (who is also the Senior CDO) had planned for minimum 2 activities for the current FY to strengthen women's roles and address vulnerability and social inclusions. Activities were planned in the Municipal Workplan for 2018/19 in this regard, namely:</p> <ol style="list-style-type: none"> 1) Women mobilisation for UWEP Programme; 2) Support Income Generating Activities (IGA) under UWEP; 3) Support to Women Councils; and 4) Facilitation of Women Day Celebrations. <p>However, out of UGX191,940,525, the Municipality used UGX167,814,826 (87%) in the previous FY. This was according to the Report and Financial statement for the Year ended 30th June 2018 that was submitted to the Auditor General.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>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 Environmental Screening Reports as below:</p> <ol style="list-style-type: none"> 1) Construction of Municipal Headquarters Administration Block; 2) Construction of Kira Health Centre III Staff House; 3) Construction of a 5-stance latrine at Kirinya C/U primary school; 4) construction of two units of 5-stance pit latrine at Kirinya C/U and Hassan Trabi Primary Schools in Bweyogerere Division; and 5) construction of a 2 classroom block at Kirinya Catholic Primary School in Bweyogerere Division. 	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>There was no evidence that the LG integrates environmental and social management plans in the contract bid documents.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>A tabulated list showing Land Status of government establishments in Kira Municipality had 14 items. From this document, it was clear that:</p> <ol style="list-style-type: none"> 1) The Municipal Headquarters had a Land title and of the 3 Divisions (Bweyogerere, Namugongo and Kira), one had a Land Title (Bweyogerere). The other two Divisions pay rent for their office space; 2) All 5 Health Centres had Land Titles; and 3) No school had a Land title. 	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>There was no evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>Since there was no certification, there was no prior environmental and/or social clearance.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>There was NO evidence that environmental officer and CDO monthly report, included completed checklists, deviations observed with pictures and corrective actions taken.</p> <p>Instead of monthly, the Municipal prepares Quarterly reports. The District Environment Officer is a member of the Municipal Physical Planning Committee (PPC) and reports are prepared together with him.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>Kira Municipal Council has budgeted for one Head Teacher and 7 teachers per school as evidenced by the final budget estimates FY 2018/9.</p>	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>Kira Municipal Council made the required deployments of a Head Teacher and minimum of 7 teachers per school for the current Financial Year as evidenced by the staff list for 2018/19.</p>	4
<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>Kira M/C has filled all the 330 teachers provided for by the wage bill as evidenced by the staff list of 2018/19.</p>	6

<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>Kira MC has substantively filled all the 2 positions of school inspectors provided for in the wage bill as evidenced by the 2018/19 staff list.</p>	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> Primary Teachers: score 2 	<p>No recruitment plan is needed since all positions of all the 330 teachers are filled.</p>	<p>2</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> School Inspectors: score 2 	<p>There is no recruitment plan needed for the school inspectors since all the positions of school inspectors have already substantively been filled.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>The Municipal council had 2 substantively appointed Inspectors and were appraised; Senior Inspector (18th/07/2018) and Inspector (30/06/2018).</p>	<p>3</p>
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>There was no evidence in the 10 sampled schools that head teachers had been appraised and these included; Kireka Army School, Kamuli St Gonzaga, Kireka UMEA, Namugongo Girls, Kyaliwajjala, Buwaate C/S, Mellisa Nakwelo, Hassan Tourabi PS and Bweyogerere PS.</p>	<p>0</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>The Kira MC education office received and passed on to the following schools circulars and guidelines which were available in the schools visited:</p> <ul style="list-style-type: none"> i. Computerisation of the Education and sports Sector on 10/03/17 by the P/S MOLG; ii. Closure of illegal institutions without valid licences by the Kira Town Clerk on 18/12/17 to all proprietors and Head Teachers; and iii. Registration of learners (aged 5 years and above) in schools and Institutions by P/S MOLG on 18/07/17 . 	<p>1</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>Kira Municipal Council held sensitisation meetings as evidenced by: Minutes of the Head teachers general meeting on 05/03/18.at Kira Primary School; Beginning of term 1 meeting for Head Teachers on 15/02/18; UPE schools teachers meeting ay Kyaliwajala UMEA on 1/11/17; Kira MC Head Teachers meeting on 7/07/17; and Workshop on basic requirements of minimum education standards. On 17/08/17 at Kyaliwajala UMEA Primary School.</p>	<p>2</p>

<p>The LG Education Department has effectively inspected all registered primary schools²</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Kira MC Education department made the requisite inspection for all (100%) private and public schools by the end second school term during 2017/18 as evidenced by the following inspection reports: quarter 1 report of 15/07/17 ;quarter 2 report of 12/12/17; quarter 3 report of 5/04/18 ; and quarter 4 report of 5/07/17.</p>	<p>12</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>The Kira Municipality Education department met and discussed findings in the inspection reports as evidenced in the minutes of the Departmental meetings of; 22/05/17; 24/11/17; and 18/10/17.</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"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>The Kira Municipality Education Department duly submitted the inspection reports to the DES as evidenced by the acknowledgement notes from the DES on; 07/09/18 for term 2 of 2018; 09 /02/18 for term 3 of 2017; 09/08/18 for term 1 of 2018; and 01/10/17 for term 2 of 2017.</p>	<p>2</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>The Kira Municipality Education department made a follow up of the findings within the inspection reports evidenced by the minutes of follow up meetings on the school inspection reports of 05/0418; and 12/12/17.</p>	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The data submitted by the Kira Education Department on number of government aided schools for 2017/18 is consistent in PBS and EMIS as verified from the two sources: EMIS (set obtained from the MOES), 25 and PBS, 25.</p>	<p>5</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>Data on number of pupils enrolled in UPE schools by the two reports EMIS and PBS is not consistent as evidenced by the data from the two sources: EMIS- (set obtained from MOES), 1475; and PBS, 14385.</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"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>The sector committee responsible for education met and discusses service delivery issues. The evidence availed was minutes of the general purpose committee meeting dated 26/01/2018 under min. No.52/KMC/GP/2018: Exam results of St. Thereza Nalya and New Hope Kumbajja were withheld due to malpractice suspicion; and Municipality to close schools that do not meet the standards. Min.53/KMC/GP/2018, discussed 2nd quarter education reports.</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"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that the education sector committee presented issues that required approval to Council. This was confirmed by Minutes of Council meeting dated 27/11/2017 under min.No.123/KMC/COU/2017: Presentation of education sectoral reports. Issues discussed included leveling of Bulindo sports grounds with funding from the head teachers association.</p>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>All primary schools have functional SMCs as evidenced by the minutes of the meetings of the SMC from the visited schools sent to the Municipal Education office:</p> <ol style="list-style-type: none"> 1. Namugongo mixed Primary School; on 12/10/18; 25/06/18; and 3/07/18.; 2. Namugongo Boys Primary School SMC meetings on 15/02/18 and 14/06/18.; 3. Kyaliwajala Primary School SMC meetings on: 09/03/18 and 02/05/18.and 4. Winterland Junior School SMC meeting on 13/08/17. 	<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"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>Publications of UPE and USE schools allocations for Quarter 1; 3; and 4 dated 14/08/17; 31/11/18; and 16/08/18 respectively were available on the Municipal Education Notice Board.</p>	<p>3</p>
<p>Procurement and contract management</p>			
<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>No procurement requests were available.</p>	<p>0</p>

Financial management and reporting			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>The LG Education department made timely recommendations to suppliers for payments, for example:</p> <ul style="list-style-type: none"> -A request from FEREST investments ltd of UGX 53,384,150 for renovation of St Gonzaga Primary school submitted on 2/5/2018, was recommended for payment by the Principle Education Officer (PEO) for payment on 16/5/2018 (14 days); -A request from Lale group ltd of UGX 7,213,714 for construction of 2 class rooms at UMEA Kyariwajala Primary School, submitted on 15/2/2018 was recommended by the PEO on 23/3/2018 (38 days); -A request from Nile establishment U Ltd of UGX 12,813,558 for construction of latrine at Kirinya primary school submitted on 16/3/2018 was recommended for payment by the PEO on 19/3/2018 (3 days); -A request from SKY Light general services ltd of UGX 45,291,145 for construction of a 2 class room block at Kirinya primary school submitted on 5/3/2018 was recommended for payment by the PEO on 12/3/2018 (7 days); -A request from Lale Group of UGX 21,989,114 for construction of class room block at Kyaliwajala Umea submitted on 5/9/2017 was recommended for payment by the PEO on 19/9/2017(14 days); and -A request from Nile Establishment U ltd of UGX 32,100,000 for construction of latrine at Kirinya primary school submitted on 30/1/2018 was recommended for payment by the PEO on 2/2/2018 (4 days). 	3
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>The evidence availed shows that the education department submitted to the planner the annual and four quarterly performance reports for consolidation later than the required deadline of 15th of July as follows: Quarter 1 on 16/10/2017, Quarter 2 on 19/02/2018, Quarter 3 on 19/04/2018; and Quarter 4 on 27/07/2018.</p>	0

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>The Municipal Education Officer responded to all audit queries raised by the internal audit, on letters dated 19/1/2018 and 20/7/2018 signed by Mrs Higenyi Mugoya. Issues raised included: Kirinya SSS operating a boarding section without permission; Buwate primary school lack of infrastructure; lack of land titles for many schools and others.</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"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>Kira Municipal Council Education department disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills as evidenced by: the school initiative program (funded by USAID /RTI) guidelines that were available in all the schools visited; report on the roles of Early Child Development (ECD) teachers and senior women teachers of 28/12/17; and the school outreach program reports by Health inspector of 11/07//17, 20/07/17, and 28/07/17.</p>	<p>2</p>

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>Kira Municipal Council Education department disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills as evidenced by: the school initiative program (funded by USAID /RTI) guidelines that were available in all the schools visited; report on the roles of Early Child Development (ECD) teachers and senior women teachers of 28/12/17; and the school outreach program reports by Health inspector of 11/07//17, 20/07/17, and 28/07/17.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>All Kira Municipal Council Management Committees meet the guideline on gender composition as evidenced the information obtained from the head teachers of the schools visited:</p> <ul style="list-style-type: none"> i. Nauugongo Mixed (2 of the 6 foundation members female) ; ii. Namjugongo Boys (2 of the 6 foundation SMC representatives are women) ; iii. Kyaliwajala UMEA Priamry School (2 of the 6 foundation SMC representatives are women); and iv. Winterland Junior School (3 of the 6 foundation SMC representatives are women). 	<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"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>The Kira Municipal Council issued guidelines on environment management in schools. This is evidenced by the following circulars:</p> <ul style="list-style-type: none"> i. Environment concerns in schools, by the Senior Inspector of Schools on 27/08/17 to all Head Teachers; ii. Submission of guidelines for environmental mainstreaming in the Education sector by the Senior environmental officer on 06/08/18; and iii. Minutes of the ECO school management program meetings of 06/03/18 and 10/04/18. 	<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"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>No evidence was 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"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>No evidence was 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"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>There was evidence that Kira Municipal council filled the structure of primary health care workers with wage bill provision from PHC wage fort the current financial year, as it was noted that there was an approved structure for health workers, that had a total of 46 primary health care workers and the indicative planning figure for Kira Municipal council for health supported 36 primary health workers, reflecting a staffing levels of 78% (i.e. 36/46 c 100).</p> <p>Source;(From staff list structure and IPF).</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was evidence that Kira Municipal Council 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 a document titled: Submission of Kira Health Workers recruitment request was available. The document was received by the central registry of Kira Municipal Council in the office of the HRM on the 11th/07/2018, and it had 10 positions i.e. 6 watchmen and 4 porters.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>The Municipal Council had appraised all the 5 In-charges (100%); Kira HC II Mupere Isabirye (16th/07/2018), Kimwanyi HC II (06th/07/2018), Kirinya HC II Nakamya Justine (02nd/07/2018), Bweyogerere HC III Kasiko Willy (05th/07/2018) and Kireka HC II Nakibuuka Rebecca (26th/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"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>There was evidence that Kira Municipal council Health department deployed primary health care workers in line with the lists submitted with the budget for the current FY, as it was noted that health workers updated staff list on deployment was available at MHOs office and the names and cadre-ship on the list was consistent with the list reflected in PBS for FY 2018/2019.</p> <ul style="list-style-type: none"> • Also updated staff lists in all the sampled health facilities i..e Kira HC III, Bweyogerere HC III, Kimwanyi HC II, Kireka HC II and Kirinya HC II. were consistent with the PBS list. 	<p>4</p>
<p>Monitoring and Supervision</p>			

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>There was evidence that MHOs, communicated all guidelines, policies, circulars, issued by the national level in the previous FY to health facilities, as it was noted that all the 3 copies of prioritized MOH guidelines/policies were available at the MHO's office i.e:</p> <ul style="list-style-type: none"> Policy strategies for improving health services delivery 2016-2021; MOH guidelines for local government planning process for health sector supplement and Guidelines for Ministry of Health Sector grand and budget. There was also an acknowledgement list dated 15/12/2017, signed by, Mupere Charles in-charge of Kira HC III, Kasiko Willy in-charge of Bweyogerere HC III, Nakibuuka Rehama in-charge of Kireka HC II, Naguti Erusa , incharge of Kimwanyi HC II, Nakaimya Justine in charge of Kirinya HC II and Masereka Hanson in charge of Kireka Seventh Day Adventist HC III a PNFP facility, acknowledging receipt of copies of all the 3 prioritized MOH guidelines/ policies of 2017/2018 Finanical year, among other policies and guidelines. 	<p>3</p>
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There was evidence that the MHO held meetings with health facility in charge and among others explained the guidelines , policies and circulars issued by the national levels, as it was noted:</p> <ul style="list-style-type: none"> Under minute 4/KMC/2017/12 (Discussion of National medical guidelines) of MHT meeting held on 15th/12/2017, the MHO explained all the three priority guidelines of MOH in the previous FY i.e. policy strategies for improving health service delivery 2016-2021, guidelines for local government planning process for health sector supplement and guidelines on sector grand and budget. In the same forum the MHO issued copies of all the priority MOH guidelines to all facility in charges as evidenced by the presence of an acknowledgement list dated 15th/12/2017 acknowledging receipt of copies of MOH priority guidelines of the previous FY, by all facility in charges. 	<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 supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>No HC IV in Kira Municipal Council, hence no HSD for MHT to supervise.</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>NO HC IV , thus no HSD to supervise the lower level health facilities. However, adequate support supervision to all facilities receiving PHC, non wage recurrent funds was noted to have been done by MHT as reflected in the four quarterly supervision reports below:</p> <ul style="list-style-type: none"> • Quarter 1, report on support supervision for health facilities in Kira Municipal council first quarter –July, August, and Sept FY 2017/2018, dated 10th/10/2017, where 8 out of 8 health facilities were supervised i.e. Kira HC III, Bweyogerere HC III, Kiwamyi HC II, Kireka HC III, Kirinya HC II, Kireka Seventh Day Advents HC II a PNFP, Bweyogerere HC III a PNFP and well spring HC II also a PNFP, reflecting supervision coverage of 100%; •Quarter 2, report on support supervision for health facilities in Kira Municipal Council ,second quarter- October November and December FY 2017/2018, dated 13/11/2017, where all the 8 facilities out of 8 were support supervised, reflecting supervision coverage of 100% of MHT to facilities; •Quarter 3. report on support supervision for health facilities in Kira Municipal council, third quarter- January, February and March FY 2017/2018 dated 3/04/2018, where all the 8 facilities out of 8 were support supervised reflecting support supervision coverage of 100% to lower health facilities by MHT and • Quarter 4, report on support supervision for health facilities in Kira Municipal council, forth quarter. April, May and June FY 2017/2018, dated 24th/05/2018 where all the eight health facilities out of the eight were support supervised reflecting a supervision coverage of 100% of health facilities by MHT. 	<p>3</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>There was evidence that all the 4 quarterly supervision reports were discussed and used to make recommendations in each quarter for corrective actions during the previous FY, as it was noted, in all of the 4 quarterly MHT meetings held on 15th/09/2017, 15th/12/2017, 14/03/2018 and 29th/06/2018 respectively where various recommendations and action points were made.</p>	<p>4</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6 	<p>There was evidence that the recommendations were followed up and specific activities under taken for correction, as it was noted below;</p> <ul style="list-style-type: none"> Quarter 1, MHT meeting held on 15th/09/2017, under Min 03/KMC/15/09/2017, support supervision recommendation followed-up, was dissemination of weekly HMIS data through short messages (SMS) among others; Quarter 2, MHT meeting held on 15th/12/2017, support supervision recommendation fixed as noted under minute 05/KMC/2017/12, was dissemination of national guidelines to all health facilities as it had been noted earlier that most of the health facilities lacked standard guidelines; Quarter 3, support supervision recommendation followed-up was repair of placenta pit and toilet facilities at Kirinya HC II as noted under minute 10/KMC/14/03/2018 of MHT meeting held on 14th March 2018. And a report on monitoring of health service delivery by counselors and technical teams, including projects in the Municipal Council The document was not dated and Quarter 4, support supervision recommendation followed- up among others, was painting of Kirinya HC II and installation of hand washing facilities, as noted in support supervision monitoring report for projects in Kira Municipal Council, 4th Quarter-April, May and June FY 2017/2018 dated 6th July 2018. 	<p>6</p>

<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>There was evidence that Kira Municipal council submitted accurate/consistent data, as it was noted that , a copy of the list of health facilities that were consistently and accurately reporting HMIS data to the MHO/MOH was available at the office of the MHO. The health facilities on the list were the same as those reflected in PBS for the current FY. The list included: Kira HC III; Bweyogerere HCIII; Kireka HC II; Kiwamnyi HC II; Kirinya HC II; Kireka Seventh Day Adventists HC II; Bweyogerere mission HC III; and well spring HC II. However, additional health facilities i.e. Zia Angellina HC III; Janda HC III; Family care hospital and Ggwatiro HC IV, were submitting HIMIS data to the municipal council, but not receiving PHC Funds.</p>	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for health met, discussed service delivery issues and presented is- sues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>The LG committee responsible for health met and discussed service delivery issues including supervision reports. The evidence availed was minutes of the General Purpose Committee meeting dated 26/01/2018 under min.55/KMC/GP/2018: Evaluation report of health department for second quarter; and min.06/July/2018: Presentation and discussion of fourth quarter evaluation report for FY 2017/2018. Item 06.4 of the same minute discussed issues of disbursement of funds to health facilities; construction of a toilet at Kira Health Center; and provision of essential medicines and supplies as well as support supervision of health facilities, among others.</p>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented is- sues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that the health sector committee presented issues that required approval to Council. This was confirmed by Minutes of Council meeting dated 27/11/2017 under min.No.123/KMC/COU/2017: Presentation of sectoral reports. Issues discussed included renovation of Kimwanyi Health Center; and Mildmay Uganda to provide modern laboratories to health center IIIs among others.</p>	<p>2</p>

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<p>There was evidence that health facilities had functional HUMCs (established, meetings held and budget and resource issues discussed, as it was noted from all the 5 health facilities visited as reflected below:</p> <ul style="list-style-type: none"> • Kira HC III, met 4 times on 28th/09/2017, 14/12/2017, 6th/03/2018 and 18th/06/2018. This accounted for 100% of the mandatory HUMC quarterly meeting held in the previous FY; • Bweyogerere HCIII, met 4 times on, 21st/09/2017, 21st/12/2017, 14th/03/2018, and 13th/06/2018. This accounted for 100% of the mandatory HUMC quarterly meetings held in the previous FY; • Kirinya HC II, met 4 times on 18th/09/2017, 14th/12/2017, 28th/03/2018 and 27th/06/2018. This accounted for 100% of the mandatory HUMC meetings held in the previous FY; • Kireka HC II, met 4 times on 25th/09/2017, 2./02/2018, 1/03/2018 and 28/06/2018. This accounted for 100% of the mandatory HUMC quarterly meetings held in the previous FY and • Kimwanyi HC II, met 4 times on 27th/09/2017, 19th/12/2017, 26th/2/2018 and 25/06/2018. This accounted for 100% of the mandatory HUMC quarterly meeting held on the previous FY. • Quarter 2 MHT meeting held on 15th/12/2017 support supervision recommendation fixed as noted under minute 07/KMCT/2017/12 was dissemination of National guidelines to all health facilities as it had been noted earlier that most of the health facilities lacked standard guidelines • Quarter 3: support, supervision recommendation followed – was repair of placenta Pit and triplet facilities at Kirinya HC II as noted under minute 10/KMC/14/03/2017 of MHT meeting held on 14th/03/2018 and a report on monitoring of health service delivery by counsellors and technical teams including projects in the Municipal council, thee document was not dated. • Quarter 4, support supervision recommendations on follow up was painting of Kirinya HC II and installation of hand washing facilities as noted in support supervision, monitoring report for projects in Kira Municipal council, forth quarter, April, May and June FY 2017/2018 dated 6th/07/2018
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<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>There was evidence that Kira Municipal council published all health facilities receiving PHC non-wage recurrent grants, as it was noted that 4 lists of releases covering quarter 1,2,3 and 4 were pinned on the general notice board, the lists were not dated.</p> <ul style="list-style-type: none"> The health facilities receiving PHC non wage recurrent grants displayed on the notice board included: Kira HC III; Bweyogerere HC III; Kirinya HC II, Kireka HC II; Kiwamnyi HC II; Bweyogerere mission HC III a PNFP; Kireka Seventh Day Adventists HC II, a PNFP and well spring HC III also a PNFP. health facility. 	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector an- nual work plan and budget on time by April 30 for the current FY: score 2 	<p>There was evidence that the health sector submitted input to procurement plan to PDU that covered all investment items in the approved sector annual work plan and budget as it was noted that a document filled:</p> <p>KIRA MUNICIPAL HEALTH DEPARTMENT PROCUREMENT PLAN FOR GOODS AND SERVICES FOR FY 2018/2019, was available. This document was submitted and received by the head PDU on 03rd /04/2018. It covered 5 items:</p> <ul style="list-style-type: none"> Construction of solid waste management site facility; Completion of staff house at Kireka health HC III, please VI; Supply of office stationery; Construction of patients ward and staff quarters complex at Kira HC III and Provision of events management services. 	<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"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>There was evidence that the municipal health department submitted procurement request from (Form PPI) for the PDU by 1st quarter of previous FY as it was noted that one copy of PPI form was available, and it was dated 7th/08/2017 and covered one item that was fuel, oil and lubricants.</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"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>The LG Health department timely recommended suppliers for payments, for example:</p> <ul style="list-style-type: none"> -A request from SAED Technical services ltd of UGX 39,000,000 for completion of staff house at Kira Health center 3, submitted on 14/5/2018 was recommended by the Principle Health Officer (PHO) for payment on 19/5/2018 (5 days); -A request from Moriah services ltd of UGX 7,905,000 for cleaning Kira Health centre 3 services at the head quarter, submitted on 13/3/2018 was recommended by the PHO for payment on 14/3/2018 (1 day); -A request from Lale group of UGX 46,890,840 for renovation of Kimwanyi health center 2, submitted on 18/10/2017 was recommended for payment by the PHO on 18/10/2017 (1 day); and - A request from Nakimuli Rebecca, Clinical officer Kira health center 3 of UGX 2,772,000 for monitoring reporting, submitted on 21/6/2018 was recommended for payment by the PHO on 25/6/2018 (4 days). 	<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"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>The evidence available shows that the Health Department submitted to the planner the annual and the quarterly performance reports for consolidation later than the required deadline of 15th of July as follows: Quarter 2 on 14/02/2018, Quarter 3 on 17/04/2018; and Quarter 4 on 20/07/2018. No evidence of submission date was available for Quarter 1 report.</p>	<p>0</p>
<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>The LG had no audit issues during the year 2017/18.</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"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>There was evidence that Health Unit Management Committee (HUMC) met the gender composition of at least 30% being females, as it was noted from all of the 5 sampled health facilities that:</p> <ul style="list-style-type: none"> Kira HC III, gender composition was at 42% (3 out of HUMC members were females); Bweyogerere HC III, gender composition was at 42% (3 out of 7 HUMC members were females); Kirinya HC II, gender composition was at 72% (5 females out 7 HUMC members); Kirake HC II, gender composition was at 72% (5 females out of 7 HUMC members) and <p>Kimwanyi HC II, gender composition was at 72% (5 females out of 7 HUMC members).</p>	<p>2</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>There was evidence that Kira municipal council issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women, as it was noted that there was a communication letter date 13th/04/2018 addressed to all incharges of health facilities in regard to facility sanitation guidelines sanctioned by MHO , copied to the Town clerk and Mayor of Kira Municipal Council.</p> <p>There was also a distribution list acknowledging receipt of sanitation guidelines signed by Mupere Charles incharge of Kira HC III, Kaslko Wily incharge of Bwoyogerere HC III, Nakamya Justine incharge of Kirinya HC II and Nakibuka Rehama incharge of Kirake HC II, dated 03/4/2018.</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"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>There was evidence that all health facility infrastructure projects were screened before approval for construction as was noted and evidenced by the presence of a document filled: ENVIRONMENTAL AND SOCIAL SCREENING FORM (ESSF) dated 01/8/2017, that was used for screening. prior to construction works at Kira HC III. Various mitigation measures were developed following the screening process by the environment officer.</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2 	<p>There was evidence that the environment and community development officers visited sites and checked for compliance with mitigation plan, as it was noted that there was environment and monitoring report for construction at Kira HC III extension blocks and remodeling of laboratory at Kira HC III.</p>	<p>2</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>There was evidence that Kira Municipal council issued guidelines on medical waste management, as it was noted that there was a communication letter addressed to all incharges of health facilities dated 15th/05/2018 by the MHO regarding "GUIDELINES ON MEDICAL WASTE MANAGEMENT."</p> <ul style="list-style-type: none"> Copies of medical waste management guidelines were also found in all the health facilities visited i.e. Kira HC III, Bweyogerere HC III, Kireka HC II, Kirinya HC II and Klmwanyi HC II. 	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub- counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	Not Applicable, Municipal water is under NWSC".	0
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	Not Applicable, Municipal water is under NWSC".	0
Monitoring and Supervision			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>Procurement and contract management</p>			

<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>Not Applicable to this LG, Municipal water was under National Water and Sewerage Corporation.</p>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>Not applicable. Water is not assessed and is responsibility of National Water and Sewerage Corporation.</p>	<p>0</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>Not Applicable to this LG, Municipal water was under National Water and Sewerage Corporation.</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>Not applicable. Water is not assessed and is responsibility of National Water and Sewerage Corporation.</p>	<p>0</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>Not applicable. Water is not assessed and is responsibility of National Water and Sewerage Corporation.</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Not Applicable, Municipal water and Sanitation is under NWSC.</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>Not Applicable, Municipal water and Sanitation is under NWSC.</p>	<p>0</p>