



Local Government Performance Assessment

Koboko District

(Vote Code: 563)

Assessment	Scores
Accountability Requirements	33%
Crosscutting Performance Measures	73%
Educational Performance Measures	79%
Health Performance Measures	74%
Water Performance Measures	71%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Koboko District Local Government did submit a Final Annual Performance Contract of FY 2018/2019 to the Permanent Secretary of Ministry of Finance Planning and Economic Development on 10th August 2018 which was past due the regulatory timeline of 1st August 2018. The late submission was due to system failure (Programme Based System)</p>	No
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>Koboko District Local Government did submit a Budget and Procurement Plan of FY 2018/2019 to the Permanent Secretary of Ministry of Finance Planning and Economic Development on 10th August 2018 which was past due the regulatory timeline of 1st August 2018.</p>	No
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>Koboko District Local Government did submit an Annual Performance Report for the FY 2017/2018 on 28th August, 2018 later than the regulatory time line of 31st July of that Financial Year (2017/2018).</p> <p>According to District Planner (Mr. Fred Bada) the late submission was attributed to failure of the Program Based System (PBS) such as Universal Primary Education (UPE), Universal Secondary Education (USE) and Primary Health Care (PHC) funds were not uploading to the different facilities thus led rejection and delayed submission.</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>Koboko District Local Government did submit all its quarterly budget performance reports for all the four Quarters to the Permanent Secretary Ministry of Finance Planning and Economic Development (MoFPED) later than the required regulatory timeline of July 31st 2018</p> <p>Submission dates for quarterly performance were as follows; -</p> <p>1st Quarter was submitted on (18st December 2017)</p> <p>2nd Quarter on (07th March 2018)</p> <p>3rd Quarter on (16th May 2018)</p> <p>4th Quarter (28th August 2018) which was past due date reasons were because of the Programme Based System (BPS) failure thus could not guarantee timely submission.</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>Koboko District Local Government submitted to the PS/ST through the Internal Auditor General MoFPED a report on the status of implementation of Internal Auditor General findings covering all the four quarters in FY 2016/2017 vide letter dated 12th April, 2018 and referenced CR/D/225/2.</p> <p>The report was submitted by the District Internal Auditor and was acknowledged at the Internal Auditor General's office in the MoFPED on 19th April, 2018 by date - stamping.</p> <p>The district responded to the six queries of the Auditor General vide letter dated 30th June, 2018 which was acknowledged by the MoFPED by date-stamping on 24th August, 2018. The number of queries still outstanding (from FY 2016/2017) at the time of the assessment totalled to seven and all of them were cleared. However, this was done outside the deadline 30th April 2018.</p> <p>It was further noted that a letter from MoFPED reminding the district to respond to queries raised by the OAG dated 12th April, 2018 under reference IIA 50/260/01 was received in the district on 23rd June, 2018.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Koboko DLG obtained Unqualified Audit Opinion for FY 2017/2018</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>Koboko District Local Government did not have a functional Physical Planning Committee (PPC) as provided for by Section 9 of the Physical Planning Act 2010. Section 9 of the PPA Act 2010 stipulates the composition of the District Physical Planning Committee which includes:</p> <p>- CAO who shall be the chairperson, District Physical Planner who shall be secretary, District Surveyor, District Roads Engineer, District Education officer, District Agricultural officer, District Water Engineer, District Community Development Officer, District Medical officer, District Environment Officer, District Natural Resource Officer, Physical Planner in Private Practice , Clerks of all urban and town councils in the district.</p> <p>There was also evidence of letters of appointment of physical planning committee members by CAO letter referenced CR/D/156/5 dated 27th August, 2017 (CAO, Physical Planner, Senior Engineer, DEO, Senior Agriculture Officer, District Water Officer, Ag Community Development Officer, Medical Officer Koboko Hospital, Environment Officer, and Physical Planner in Private Practice, District Staff Surveyor, and Town Clerk Oraba).</p> <p>However, the available appointment date (27th August, 2017) of the committees were contradicting with the different sitting of the physical planning with exception of the meeting held on 23rd February, 2018 under minute 04/DPPC/23/02/2018 for approval of development plans, the meeting held on 5th October, 2017 under minute 04/DPPC/5/10/2017 for approval of development plans the rest of the committee meeting were held before the appointment date such as (meetings held on 9th November, 2016, 22nd February, 2016, 19th April, 2016, 07th /06/2016 among others).</p> <p>At the time of the assessment, there was also no evidence of letters of appointment for town clerks of urban councils for LIMA Town Council, Ayipe Town Council and Koboko Municipality.</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"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was no evidence that Koboko District Local Government had submitted any sets of minutes for the District Physical Planning Committee to Ministry of Lands Housing and Urban Development.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>Koboko District Local Government did not have an approved Physical Development Plan thus none of the infrastructure investment was approved as per the plan which was non-existent</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>Koboko District Local Government did not have an Action Area Plan prepared in the previous Financial Year (2017/2018). However, there were efforts undertaken by the District Local Government who had budgeted for preparation of Lima Growth Centre Physical Development Plan (in Ludara Sub county) in the FY 2018/2019 in the second Quarters.</p> <p>The available Action Area Plans were for Oraba Town Board in the Financial Year 2014/2015 and Keri Town Board in the Financial Year 2015/2016.</p>	<p>0</p>
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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

Maximum 5 points on this performance measure.

• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.

The District Local Government held a budget conference on 15th October, 2017 in Koboko Municipal Hall. To that effect, a budget conference report was produced by the District planner (Mr Fred Bada). There was evidence that priorities in the Annual Work Plan for FY 2018/2019 were based on the outcomes of the budget conference as indicated in the priorities below in different sectors;

Health Sector; - In the budget conference report under discussion item four on page 3, members discussed that they needed to have strategic investments in form of infrastructure for HCIIIs to prepare them for transition to HCIIIs instead of closing them, members urged that health services to the communities was essential. Thus the district was to undertake the assessment of the current infrastructure in the HCIIIs and in a phased manner construct the required structures to prepare them for upgrading in HCIIIs. In the budget for FY 2018/2019 there was planned construction of general ward in Pamodo HCII and Out Patient Department (OPD) in Lurujo HCII on page 29 of the Budget

Education Sector; Budget conference report under discussion item number three on page 4 indicated, a challenge of congestion of pupils in some of primary schools which were already up to Primary Seven while there was under enrolment in primary schools that were not yet up to Primary Seven. Thus members resolved that to decongest, all primary schools which had less than 7 classrooms to be prioritised in the next budget (FY 2018/2019). In the budget of FY 2018/2019 the district had to budget for the classroom construction of the following Primary School, (Usubu P/S, Mundrugoro P/S, Lunguma P/S Rwonyi P/S, Ruchuko P/S on page 37-38 of the Annual budget.

<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>The approved Annual Work Plan for FY2018/2019 was derived from the District Development Plan II 2015/2016 to 2019/2020 in consideration of the following cases for instance;</p> <p>Under Education sector, there was planned construction of 4 classroom block, construction of 5 stance VIP latrines on Page 185 of the District Local Government Development Plan (DLGDP-II) and in the Annual Work Plan 2018/2019 it was on page 63.</p> <p>Under Health, there was planned construction of Out Patient Department (OPD) on page 186 of District Local Government Development Plan (DLGDP-II) while in the Annual Work Plan it was on page 57. In addition to Health there was also planned construction of Wards at Koboko General Hospital in District Local Government Development Plan (DLGDP-II) it was on page 186 and in the Annual Work Plan it was on page 55. Another activity under health was planned construction of general ward in Pamodo HCII was on page 186 of the District Local Government Development Plan (DLGDP-II) while in the Annual Work Plan it was on page 53.</p> <p>Under Water in the District Local Government Development Plan (DLGDP-II) there was planned borehole drilling and installation on page 187 while the annual work plan it was on page 75.</p>	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>The project profiles in the Koboko District Local Government Development Plan -II were stated as per the Local Government Development Planning guidelines 2014 on page 63 Appendix 3 for instance among the sampled project profiles under education and health sector indicate that;</p> <p>Project profiles under education sector, were construction of 4 classrooms on page 273 of the DDP-II, construction of VIP latrine was on page 276 of the DDP- II. Secondly under health the project profile for Out Patient Department (OPD) was on page 294, while general ward was on page 300 of the DDP-II.</p> <p>From page 235 of the Koboko District Development Plan II to up to 334 of the same, had elements that constituted a project profile such as actual works, operation and maintenance, environmental mitigation plan, monitoring and evaluation strategy.</p> <p>There was also evidence of the Technical Planning Committee (TPC) minutes of meeting held on 6th April 2018 under minute 004/DTPC/2017/2018 page 4 to page 5 of the minutes to discuss all the investments in the Annual Work Plan.</p>	<p>2</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>Koboko District Local Government had an annual statistical abstract for 2018 under financial year 2017/2018. The gender disaggregated data were also available from sampled pages were under page 14 about population distribution by sub county (male and Female), page 26 about school going age by male and female whereas on page 29 showed Primary Leaving Exams (PLE) results by gender and division of 2017. The annual statistical abstract was dated 6th of July, 2018.</p>	<p>1</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>On page 46 of the budget for FY 2017/2018 under the education sector, there was planned construction of 6 classroom blocks in two primary school i.e. (the classroom to be constructed in Kagoropa and Madikini primary school on page 46 of the Budget and on page 50 in the Annual Work plan)</p> <p>On page 55 of the same budget under the water sector there was planned drilling of boreholes and in the Annual Work Plan for FY (2017/2018) it was on page 59. Another project under water sector was planned construction of Public latrines in Rural Growth Centre (Nyai market) on page 54 of the budget while in the Annual Work Plan was on page 59</p> <p>In the budget on page 43 under the health sector there was planned construction of kitchen shed in Ayipe HCIII and Gborokolongo HCIII and in the Annual Work Plan it was planned on page 46</p>	
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<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>There was evidence that investment projects implemented in the previous FY 2017/2018 were completed as per work plan by end of FY 30th June, 2018 as indicated below; -</p> <p>Under Education in the Annual Work Plan 2017/2018 on page 50 there was planned construction of 6 classrooms in two primary schools (in Kagoropa and Madikini Primary School) while in the Annual Performance Report on page 63 it indicated 103% completion of the work. The reason for a 3% increment was because of the supplementary funds received from United National High Commissioner for Refugees (UNHCR) under the strategic framework of Refugee and Host Population Empowerment (ReHOPE). The supplementary budget was discussed by council in the 2nd session of the 3rd Council on 10th August, 2017 under minute 6/CUO/8/2017 and approved on 18th December, 2017. The engineer issued a certificate of completion for construction of one unit of four classroom block with office on 08th May, 2018 under contract number KOB/563/WRKS/2017/18/00019 to Gudul Enterprise Limited. Another second certificate of completion was issued for construction of one unit of three class room block with office on 08th May, 2018 under contract number KOB/863/WRKS/2017/18/00027 to Gudul Enterprise.</p> <p>Under Water in the Annual Work Plan on page 59 there was planned construction of boreholes (borehole drilling and rehabilitation) while in the Annual Performance Report on page 76 indicated 100% completion of the activity. A certificate of practical completion was issued by District Water officer for construction of boreholes and installation for lot II in (Geringa, Arumadri, Aligoji, Kljomoro, Tabi A, Kela, Chakulla, Abachi and Jako villages) contracted by Mama borehole East Africa on 1st September, 2018.</p> <p>In addition under Water there was construction of public latrines in Rural Growth Centre (Nyai market) on page 59 of the Annual Work Plan while in the Annual Performance Report it was on page 76 indicating 100% completion. As observed, certificate of completion was issued by the District Water officer for construction of water borne toilet and shower in Nyai trading centre in Abuku Sub county contracted to H.T. ALLI & SONS Construction on 4th September, 2018.</p> <p>Under Health there planned construction of kitchen shed in Ayipe HCIII and Gborokolongo HCIII on page 46 in the Annual Work Plan while in the Annual Performance Report it was on page 57 which indicated 100% completion</p>
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<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>Koboko District Local Government had its investment projects in the previous FY (2017/2018) completed within approved budget in the range of 15% maximum and 15% minus threshold thus some of the examples were for instance;</p> <p>Under Health in the approved budget on page 43 there was planned construction of the Kitchen shed in AYIPE HCIII, Solar Installation In Ludura Maternity, GBOROKOLONGO HCIII maternity, AYIPE HCIII Out Patient Department, BAMURE Out Patient Department and solar installation in Koboko Hospital Maternity Ward. The planned budget was 75,500,000 (UGX) and the expenditure was equally 75,500,000 (UGX) on page 57 of the Annual Performance Report thus the expenditure was within the approved threshold of the original budget of maximum 15% plus or minus.</p> <p>Under Education there was planned construction of 6 classroom blocks in two primary schools (in Kagoropa and Madikini Primary School). Page 46 to 47 of the Annual budget indicated that the planned budget for classroom block construction was at a cost of 224,000,000 (UGX) whereas the expenditure was 230,808,000 (UGX) as of the Annual Performance Report on page 63 an indication of 103% which expenditure was within the approved threshold of the original budget of maximum 15% plus or minus.</p>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>Koboko District Local Government had planned for one activity under Operation and Maintenance. The planned budget was UGX. 31,500,000 and expenditure was UGX.31,500,000, which was 100%.</p> <p>The planned investment was under Health Sector of which the planned activity was replacement and rehabilitation of solar systems in Health facility. In the Annual Budget the activity was on page 43, while in the Annual Performance Report the activity was on page 57.</p> <p>Also records from the annual financial statement FY2017/2018 under consumption of property, property plant and Equipment (fixed Assets) indicate 432,371,875 (UGX) total under ICT Equipment of which 31,500,000 (UGX) was planned for replacement and rehabilitation of solar systems in Health facility on page 25 of the Annual final account FY 2017/2018.</p>	<p>2</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>The LG had only filled 4 HoDs positions substantively. The rest were in Acting capacity as listed below.</p> <table border="1"> <thead> <tr> <th></th> <th>Name of Officer</th> <th>Status</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Aliga Yunus</td> <td>Filled</td> <td>DEO</td> </tr> <tr> <td>2</td> <td>Abele Emmanuel</td> <td>Filled</td> <td>PHRO</td> </tr> <tr> <td>3</td> <td>Dr. Onzima Stephen</td> <td>Filled</td> <td>Head Production</td> </tr> <tr> <td>4</td> <td>Bada Fred</td> <td>Filled</td> <td>District Planner</td> </tr> <tr> <td>5</td> <td>Banda Josiah</td> <td>Acting</td> <td>CFO</td> </tr> <tr> <td>6</td> <td>Wani Nelson</td> <td>Acting</td> <td>District Engineer</td> </tr> <tr> <td>7</td> <td>Akandru Mariam Resources</td> <td>Acting</td> <td>Head of Natural</td> </tr> <tr> <td>8</td> <td>Albbasir Ibrahim Audit</td> <td>Acting</td> <td>Head of Internal</td> </tr> <tr> <td>9</td> <td>Atayi Jane Butigah Devt Officer</td> <td>Acting</td> <td>District Community</td> </tr> <tr> <td>10</td> <td>Dr. Kenyi Santus</td> <td>Acting</td> <td>DHO</td> </tr> <tr> <td>11</td> <td>Officer</td> <td>Vacant</td> <td>District Commercial</td> </tr> </tbody> </table>		Name of Officer	Status	Position	1	Aliga Yunus	Filled	DEO	2	Abele Emmanuel	Filled	PHRO	3	Dr. Onzima Stephen	Filled	Head Production	4	Bada Fred	Filled	District Planner	5	Banda Josiah	Acting	CFO	6	Wani Nelson	Acting	District Engineer	7	Akandru Mariam Resources	Acting	Head of Natural	8	Albbasir Ibrahim Audit	Acting	Head of Internal	9	Atayi Jane Butigah Devt Officer	Acting	District Community	10	Dr. Kenyi Santus	Acting	DHO	11	Officer	Vacant	District Commercial	<p>0</p>
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LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure.

• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2

All HoDs had been appraised as follows;

The list is as follows;

Name of Officer	Appraisal date	Department
1 Josiah Banda (CR/D/104)	5/7/2018	Finance
2 Yunus Aliga (CR/D/10011)	21/6/2018	Education
3 Dr. Stephen Onzima (CR/D/1009)	21/6/2018	Production
4 Nelson Wani (CR/D/10768)	7/7/2018	Ag. District Engineer
5 Abele Emmanuel (CR/D/ 10064)	30/8/2018	HRM
6 Akandru Mariam (CR/D/ 10771)	23/6/2018	Ag.Natural Resources
7 Ibrahim Abbas (CR/D/10759)	30/8/2018	Ag. Internal Audit
8 Jane Atayi Butigah (CR/D/10016)	16/8/2018	Community based services
9 Alonga Simon Loyuma (CR/D/10751)	21/6/2018	DCAO
10 Bada Fred (CR/D/ 101387)	21/6/2018	District Planner
11 Kenyi Santus (CR/D/1022)	21/7/2018	Ag. DHO

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>All positions submitted by CAO to the DSC through a letter ref: CR/D/156 dated 17th November, 2017 were considered. The submission list was also in agreement with the advert that appeared in New Vision Newspaper of 20/11/2017.</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>The LG submitted several staff for confirmation and these were considered as contained in the 45th min. of the DSC dated 13/3/2018 ref: DSC/KOB/238/1. The list included;</p> <p>05 Parish Chiefs (ref: CR/D/159/1) dated 28/9/2018</p> <p>01 Statistician (ref: CR/D/159/1) dated 17/11/2017</p> <p>01 Health Assistant (ref: CR/D/159/1) dated 28/9/2018</p> <p>06 Enrolled Nurses (ref: CR/D/159/1) dated 28/9/2018</p> <p>01 HRO (ref: CR/D/159/1) dated 28/9/2018</p> <p>02 Clinical Officers (ref: CR/D/159/1) dated 28/9/2018</p> <p>01 Enrolled Midwife (ref: CR/D/159/1) dated 28/9/2018</p> <p>01 Record Officer (ref: KMC/159/1) dated 25/10/2017</p> <p>01 Senior Ass. Town Clerk (ref: KMC/159/1) dated 25/10/2017</p> <p>01 Law Enforcement Officer (ref: KMC/159/1) dated 25/10/2017</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>No staff were submitted for disciplinary action in the previous FY</p>	<p>1</p>
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<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>All staff recruited as contained in the 46th DSC meeting ref: DSC/KOB/238/1 dated 21/5/2018 accessed the June 2018 payroll. These included;</p> <ul style="list-style-type: none"> 03 Clinical Officers 104 Education Officers 14 Askaris 16 Porters 03 Lab Technicians 01 Record Officers 02 Office Assistants 01 Principal Secretary 02 Production Officers 02 Assistant Production Officers 04 Head Teachers 01 Principal Education Officers 01 Procurement Officer 01 Community Development Officer 01 Staff Surveyor 01 Senior Accounts Officer 01 Forest Guard 01 Entomologist 05 Drivers 	<p>3</p>
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<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>There was no evidence that staff that retired during the previous FY accessed the pension payroll. Three staff requests were sent to MoPS but payment not yet effected. These were;</p> <p>Lebu A.M. Mohamadson (Head Teacher) on ref: CR/D/ 115, dated 6/11/2017 and received at the MoPS on 2/3/2018. Last date of appointment was 12/01/2018.</p> <p>Matua Luke (Senior Education Assistant) on ref: CR/D/115 dated 7/6/2018 and received at the MoPS on 13/6/2018. Last date of appointment was 24/01/2018.</p> <p>Aloro Samuel (Head Teacher) on ref: CR/D/115 dated 6/11/2017 and received on 2/3/2018. Last date of appointment was 02/02/2018.</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 district collected shs 134,870,379 as OSR during FY 2016/2017 as reflected on page 20 of the audited financial statements for FY 2016/2017. Sales relating to council assets during the financial year amounted to shs 64,750 (as captured by the audited financial statements of the district for FY 2016/2017 page 20). Therefore, the net local revenue realised during the year amounted to shs 134,805,629.</p> <p>The district realised shs 259,969,433 as OSR collections during FY 2017/2018 as reflected on page 33 of the FY 2017/2018 draft accounts. The council had sales of its assets totalling shs 76,220,470. This resulted in net OSR amounting to shs 183,748,963.</p> <p>Increment in OSR computation:</p> $48,943,334 \times 100 = 36.3\%$ $134,805,629$ <p>The relatively good performance in relation to revenue collection was attributed mainly two factors:</p> <p>(i) Widening the revenue base to cover collection of local revenue from stone quarries which was not done in the past.</p> <p>(ii) Mentoring and also training of revenue collectors regarding revenue collection methods and procedures. The training covered all the six sub counties and was executed in a period of six days as indicated in the after training un referenced report by the Acting District Revenue Officer dated April, 2018. (Photo copy attached).</p>	<p>4</p>

<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within <p>+/- 10 %: then score 2. If more than +/- 10 %: Score 0.</p>	<p>The Planned/Budgeted local revenue for the district for FY 2017/2018 was Shs 335,000,000 as reflected on page 33 of the approved budget.</p> <p>The total net local revenue collected during FY 2017/2018 amounted to Shs 183,748,963 (excluding sale of council's assets) as per page 33 of the draft financial statements for FY 2017/2018 reflecting 55% realisation. There was a negative variation of 45%.</p> <p>Reasons for poor revenue collections was attributed to:</p> <p>(i) Poor revenue collection methods, strategies and controls.</p> <p>(ii) Lack of adequate mentoring and sensitization of potential tax payers.</p> <p>(iii) Weakness in the budgeting process that produced un realistic and un achievable budget projections.</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>The District comprised 6 sub counties to which the 65% share of local revenues was remitted during FY 2017/2018. This was done in compliance with approved formulae as provided in section 85 and 5th Schedule in the Local Government Act CAP 243.</p> <p>Examples:</p> <p>(i) Remittance to Ludara sub county of shs 18,540,714 against voucher number PV FN 00133 dated 2nd June, 2018 being revenue accrued from tobacco haulage fees.</p> <p>(ii) Remittance to Kuluba sub county of shs 13,488,293 against voucher number PV FN 00134 dated 22nd June, 2018 as revenue accrued from tobacco haulage fees.</p> <p>Over all, in June 2018, the district transferred a total of shs 45,078,138 to all the six sub counties arising from the local revenue realized from the same source.</p>	<p>2</p>

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>The district spent shs 64,955,050 on council allowances and emoluments during FY 2017/2018.</p> <p>Local revenue realised during FY 2016/2017 excluding sales of assets amounted to shs 134,805,629 as reflected on page 26 of the FY 2016/2017 audited accounts. Computation:</p> <p>$64,955,050 \times 100 = 48\%$</p> <p>134,805,629</p> <p>Whereas the payment of allowances and emoluments exceeded the 20%, expenditure over and above the limit was authorised by the Honourable Minister of Local Government through his letter to the District Chairperson dated 22nd May, 2018 under reference ADM/F.55/01. The letter was received by the district on 25th May, 2018 and approval of payment was sanctioned by the CAO on 30th May, 2018.</p>	<p>0</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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 LG had both the Senior Procurement Officer and Procurement Officer positions substantively filled. The Senior Procurement Officer, Lematiya Sunday Arua with appointment letter ref: CR/D/10818 dated 19/6/2015 while the Procurement Officer, Babirye Sebbi was appointed with ref: CR/D/101745 dated 13/3/2018.</p>	<p>2</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>The LG PDU produced and submitted reports to the Evaluation Committee (EC) as evidenced by minutes of the EC dated 18 July, 2017 and 29 August, 2017 for the sampled projects below;</p> <p>a) Extension of water supply at Waju, Ref. KOB563/Wrks/17-18/00010, opened on 14th July, 2017, under WASH, funded by REHOPE, submitted on 19th June, 2017,</p> <p>b) Construction of two units of four classroom block with offices at Ponyura Primary School, Ref. KOB563/Wrks/17-18/00001, opened on 14th July, 2017, funded by REHOPE under the Education Department, submitted on 19th June, 2017,</p> <p>c) Fencing of Pijoke Health Centre III, Ref. KOB563/Wrks/17-18/00003, funded by REHOPE, under Health Department, submitted on 19th June, 2017,</p> <p>d) Borehole drilling and installation of 9 units at Kingaba, Aunga, Padrombo, Nyoricheku, Metino, Nyoke, Pamodo, Chakulia and Longira parishes, Ref. KOB563/Wrks/17-18/00056, opened on 4th May, 2018, under WASH, funded by PAF, submitted on 19th April, 2018 and</p> <p>e) Construction of twin staff house at Abuku Sub County, KOB563/Wrks/17-18/00026, opened on 18th August, 2017, under Administration, funded by DDEG, submitted on 10th August, 2017.</p>	<p>1</p>
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<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The LG Contracts Committee considered EC recommendations as evidenced by;</p> <ol style="list-style-type: none"> i. Extension of water supply at Waju Ref. KOB563/Wrks/17-18/00010, considered on 19th July, 2017, recommended that the project be awarded to Olanzicon services Ltd of P.O. Box. 16313 Kampala, at evaluated price of UGX. 200,204,000, under minute number 4e, ii. Construction of two units of four classroom block with offices at Ponyura Primary School, Ref. KOB563/Wrks/17-18/00001, considered on 19th July 2017, recommended that the project be awarded to Marlib Enterprises of P.O. Box 220 Adjumani at evaluated price of UGX. 282,588,642, under minute number 4a, iii. Fencing of Pijoke Health Centre III, Ref. KOB563/Wrks/17-18/00003, considered on 19th July, 2017, recommended that the project be awarded to BIG G General Stores of P.O. Box. 164 Koboko at evaluated price of UGX. 138,427,910, under minute number 4c, iv. Borehole drilling and installation of 9 units at Kingaba, Aunga, Padrombo, Nyoricheku, Metino, Nyoke, Pamodo, Chakulia, and Longira parishes, Ref. KOB563/Wrks/17-18/00056, considered on 7th May 2018, recommended that the project be awarded to Mama Borewells Africa Ltd of P.O. Box 24961 Kampala at evaluated price of UGX. 210,728,547, under minute number 4b and v. Construction of twin staff house at Abuku Sub County, Ref. KOB563/Wrks/17-18/00026, considered on 29th August, 2017, recommended that the project be awarded to Bomak Traders of Ltd, of P.O. Box 205 Koboko, at an evaluated price of UGX. 75,103,000, under minute number 4. The assessor noted that there were no deviations from the recommendations of the sampled projects. 	<p>1</p>
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<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	<p>The LG Procurement Plan for FY 2018/2019 covered all infrastructure projects in the approved work plan of FY 2018/2019 as evidenced by a copy of the consolidated annual procurement work plan for FY 2018/2019 approved by the accounting officer, dated 28th August, 2018. The LG also made consolidated procurement and disposal annual work plan for FY 2017/2018 as per submission and endorsement by the accounting officer, dated 30th June 2017. The work plan had projects like; i. Construction of administration block at Ludara Sub County, ii. Construction of multipurpose Laboratory at Padrombo SS, iii. Construction of twine staff house at Dranya, iv. Borehole drilling and installation of 10 unit, and v. Construction of three classroom block at Usubu Primary School.</p> <p>The LG also made a consolidated procurement and disposal annual work plan for FY 2017/2018 as per the submission and endorsement by the Accounting Officer, dated 29th June, 2017. The work plan had projects like;</p> <ol style="list-style-type: none"> 1. Extension of water supply at Waju Re. KOB563/Wrks/17-18/00010, 2. Construction of two units of four classroom block with offices at Ponyura Primary School Ref. KOB563/Wrks/17-18/00001, 3. Fencing of Pijoke Health Centre III Ref. KOB563/Wrks/17-18/00003, 4. Borehole drilling and installation of 9 units at Kingaba, Aunga, Padrombo, Nyorichecku, Metino, Nyoke, Pamodo, Chakulia, and Longira parishes, Ref. KOB563/Wrks/17-18/00056, 	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>For the current FY (2018/2019) the LG had prepared 68.4% of all investments/infrastructure by 26th July, 2018, which was below the 80% threshold of the prepared documents for all infrastructure investment. The LG had 38 projects in the consolidated work plan out of which 26 projects had been initiated by the user departments and only 24 projects had completed bid documents prepared and displayed but had not started yet. The Assessor noted that they had not received the funds from UNHCR under REHOPE for the 12 projects whose bidding documents had not been done.</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>In the previous FY 2017/2018 the LG had updated the contracts register as evidenced by the additional number of entries (24) for FY 2018/2019. Some of the completed procurement activities included; Borehole drilling and installation in various sub counties, construction of twine staff house at Dranya Health Centre III, construction of multipurpose science laboratory at Padrombo Secondary School among others.</p>	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>The LG had adhered to procurement threshold as per the sampled projects files namely;</p> <ol style="list-style-type: none"> 1. Extension of water supply at Waju Ref. KOB563/Wrks/17-18/00010, at a cost of UGX. 200,204,000 – open domestic bidding, 2. Construction of two units of four classroom block with offices at Ponyura Primary School, Ref. KOB563/Wrks/17-18/00001, at a cost of UGX. 282,588,642 – open domestic bidding 3. Fencing of Pijoke Health Centre III, Ref. KOB563/Wrks/17-18/00003, at a cost of UGX. 138,427,910 – open domestic bidding, 4. Borehole drilling and installation of 9 units at Kingaba, Aunga, Padrombo, Nyoricheku, Metino, Nyoke, Pamodo, Chakulia, and Longira parishes, Ref. KOB563/Wrks/17-18/00056, at a cost of UGX. 210,728,547 – open domestic bidding 5. Construction of twin staff house at Abuku Sub County, KOB563/Wrks/17-18/00026, at a cost of UGX. 75,103,000 – open domestic bidding. 	<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 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 works projects implemented in the previous FY 2017/2018 were appropriately certified with interim and completion certificates for instance:</p> <ol style="list-style-type: none"> Extension of water supply at Waju Re. KOB563/Wrks/17-18/00010, signed on 29th December 2017, Construction of two units of four classroom block with offices at Ponyura Primary School, Ref. KOB563/Wrks/17-18/00001, signed on 18th December 2017, Fencing of Pijoke Health Centre III, Ref. KOB563/Wrks/17-18/00003, signed on 17th October, 2017, Borehole drilling and installation of 9 units at Kingaba, Aunga, Padrombo, Nyoricheku, Metino, Nyoke, Pamodo, Chakulia, and Longira parishes, Ref. KOB563/Wrks/17-18/00056, signed on 4th September 2018 and Construction of twin staff house at Abuku Sub County, Ref. KOB563/Wrks/17-18/00026, where four interim certificates dated 10th April, 2018, 1st June 2018, 14th June, 2018 and 21st June 2018 had been signed so far. 	<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 no evidence of site boards in all the infrastructure projects for the current FY (2018/2019) because the procurement process had not been fully completed and therefore there were no projects yet started on in FY2018/2019.</p>	<p>2</p>
<p>Financial management</p>			

The LG makes monthly and up to-date bank reconciliations

Maximum 4 points on this performance measure.

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

Koboko DLG maintained 14 bank accounts at the Centenary bank, Koboko branch and the TSA by Bank of Uganda. At the date of assessment between 10th and 12th September, 2018, all the accounts were reconciled on a monthly basis up to closure of FY 2017/2018 on 30th June, 2018. Scrutiny of the bank reconciliation statements revealed that all were appropriately authenticated by the relevant officials as required.

The district used a computerised IFMS accounting system for preparation of the bank reconciliation statements. Preparation of the bank reconciliation statements at least latest up to 31st July, 2018 had delayed because the MOFPED was yet to offer technical assistance to shift the district from TIER 2 to TIER 1 by the desk officers of MOFPED. However, the bank reconciliation statements had delayed beyond the mandatory time period of one month in arrears .

Examples on reconciliations:

Account number 3100047549 for the District General Fund account. Reconciled balance on 30th April, 2018 was shs 77812035;

DRDP reconciled balance on 31st May, 2018 was shs 22,200, account number 3100051086;

District UWEP account On 31st October, 2018, reconciled balance was shs 11,125,973 for account number 1912100009;

<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>Evidence was availed by the district showing timely payments of suppliers during FY 2017/2018 without overdue bills beyond 2 months. Sampled payments in all sectors indicated compliance resulting in no overdue bills beyond two months.</p> <p>For Example:</p> <p>(i) In the Water department, a payment request was done on 6th December, 2017. Certification and approval of the payment was done on 11th December, 2017 by the CAO. Payment against voucher number PV WK 00130 was done on 8th February, 2018. Payment was made to Kahora Technical Services Ltd for shs 17, 081,680 for supply of assortment of borehole spare parts e.g sealing rings, brackets, bolts etc for the district central stores.</p> <p>(ii) M/s Gets Technical Services Ltd was paid shs 20,050,000 on voucher number PK-WK 00140 dated 20th April, 2018 for supply of feasibility study of solar pipe at Ludara Sub County. Initial request for payment was done on 14th February, 2018; certification done on 14th March. 2018.</p> <p>(iii) As for the Administration department, payment request was done on 19th February, 2018; certification was done on 19th February, 2018 and actual payment effected to M/s Powa Enterprises Ltd for shs 7,159,500 against voucher number PV-AD0009 dated 1st March, 2018 in respect of construction of a gate at the district headquarters.</p> <p>In addition, a payment register was verified and confirmation realised that there were no pending bills for settlement by the district beyond two months.</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 district did not have a substantive Senior Internal Auditor but had an Internal Auditor by the names of Abbas Ibrahim. The Unit was manned by a single individual. The CAO's letter dated 12th July, 2017 under reference CR/D/156/1 designated Abbas a Vote Controller for the Internal Audit at the level of Examiner of Accounts. Later on, the CAO's letter dated 13th March, 2018 communicated the District Service Commission's directive to have Abbas appointed as Internal Auditor on promotion per letter of reference CR/D/10759.</p>	<p>0</p>

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

• LG has produced all quarterly internal audit reports for the previous FY: score 2.

There was a functional Internal Audit Unit in place during FY 2017/18 as was evidenced by the four internal audit reports that were produced on quarterly basis.

Quarterly reports produced in FY 2017/2018 were as follows:

Quarter 01: Date of report: 30/11/2017

Quarter 02: Date of report: 1/3/2018

Quarter 03: Date of report: 12/6/2018

Quarter 04: Date of report: 31/8/2018

All the above reports were referenced CR/D/225/2 and were accordingly acknowledged through a delivery book on the day of submission as follows:

Quarter one: no date indicated;

Quarter two: on 16/3/2018;

Quarter three: on 12/6/2018

Quarter four: on 31/8/2018

Submissions of reports was done to the Speaker of the District Council and copied to:

- i) Chairperson of the District;
- ii) PS MOLG;
- iii) Internal Auditor General;
- iv) RDC;
- v) OAG;
- vi) Chairperson LG PAC;
- vii) Chairperson of Finance Committee;
- viii) CAO;
- ix) CFO;
- x) Secretary Finance;
- xi) Chairman Audit Committee Northern Region;
- xii) Chairperson Finance Committee.

It was noted that all the internal audit reports were not produced on schedule as required by the Local Government Act CAP 243.

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>Although the internal audit reports were belatedly produced during FY 2017/2018, scanty information was provided by the LG to the Council and LG PAC on the status of implementation of internal audit findings for the previous FY 2017/2018.</p> <p>The methods and procedures in handling the internal audit reports were not in adherence to the Local Government Act CAP 243, the Public Finance Management Act 2015, the Financial and Accounting Regulations 2007 and all other supportive laws, rules and regulations, guidelines and manuals.</p> <p>Furthermore, whereas the quarterly reports were circulated to many relevant offices, minutes after discussion of the same as evidence for reviewed reports by Council, the District Executive Committee and the LG PAC were not in place for verification.</p> <p>It was further noted that Council held a meeting on 14th December, 2017 and only discussed the quarter four report for FY 2016/2017 as captured under minute reference 6/COU/12/2017.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>Whereas the internal audit reports were produced and accordingly circulated to various offices, there was no evidence that they were reviewed by the Council and the LG PAC. The term of office of the old LGPAC expired during FY 2016/2017 and it took some time to appoint a new LGPAC. The new LGPAC was appointed during the month of December, 2017 and held its first meeting on 3rd July, 2018.</p>	<p>0</p>

<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The district maintained a manual Assets Register which was regularly updated. For example, the last entry in the register was posted on 2nd July, 2018 in respect of a newly purchased Honda Motor cycle registration ABC 0894 - 1173793, engine number E3 3N2E 078099; chassis number YL BP KE 129000026966.</p> <p>Because the Assets Register was not computerised, limited information was captured regarding the category of each asset. The register for instance did not provide the location of the asset nor did it indicate the value of the donated assets to the district.</p>	<p>4</p>
<p>The LG has obtained an unqualified or qualified Audit opinion 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>Koboko DLG obtained Unqualified Audit Opinion for FY 2017/2018</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			

The LG Council meets and discusses service delivery related issues

Maximum 2 points on this performance measure

• 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

There was evidence that Koboko District Council met and discussed service delivery issues in the Financial year 2017/2018. In total the District Council held six meeting among which include however minutes of two meetings were still under draft at the time of the assessment which were to be approved in FY2018/2019;

Ordinary District Council meeting of the 5th session for the 3rd Council which was held on 13th April, 2018 in the council hall. The issues discussed among others were;

a) Presentation of the education ordinance/ bill where the Lawyer took the council through the contents of the bill under minute 5/COU/04/2018 on page 2

b) Presentation of the executive summary on the implementation of projects for 2017/2018 by the vice Chairperson under minute 6/COU/04/2018 on page 3

c) Presentation of the committee sector reports for (production and natural resources, finance, social service, works and community service) by chairperson of the sector committees under minute 7/COU/04/2018 on page 4

Ordinary District Council held another meeting of the 2nd Session for the 3rd Council on 14th December, 2017 in the council hall and the session was sat twice on 14th and 15th of December, 2017 (extended council meeting) an the issues discussed among others were;

a) Approval of Local Government Public Accounts Committee (LG PAC) under minute 4/COU/12/2017 on page 3-4

b) Approval of District Service Commission members under minute 5/COU /12/2017 on page 4.

c) The council was briefed on investigation report of Tekere-Adamajiga road under UNHCR by the District Chairperson under minute 7/COU/12/2017 on page 5

d) Presentation of the committee sector reports for (production and natural resources, social service,) by chairperson of the sector committees under minute 8/COU/12/2017 on page 5

Ordinary District Council held another meeting of the 1st Session for the 3rd Council on 10th August, 2017 in the council hall. The issues discussed among others were;

a) Chairpersons' state of address among issues addressed were to consider staff accommodation for Ludara-Subcounty staff and government to Koboko Technical Institute under minute 4/COU/8/2017 page 5 . In addition there was a presentation of environmental degradation investigation report by Head of Department for the entire district at the time there was rampant cutting down of trees.

<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>Koboko Local Government had a designated person responsible for feed-back (grievance /complaints) appointed by CAO as Ms Adraa Gloria Winnie (District Information Officer) on 15th August 2017, appointment letter reference CR/D/156/5. One of her responsibilities was to coordinate response to grievance and complaints.</p> <p>The file records accessed from the District Information officer indicated under health sector that the District Local Government used M-Trac system to register complaints from the residents of Koboko District. Thereafter a follow-up action was undertaken by the District Health Team who held a meeting with CAO on 24th November, 2017 to discuss some of the complaints lodged into the systems. One of the complaints was about the deteriorating health services in the district and Koboko's poor performance national wide. An action point to that effect was that CAO was to write an Ag. Appointment letter to Dr. Oloya to empower him to manage Koboko health Sub-District</p> <p>There was also one complaint that was received through the suggestion box with regard to the footage allowance on 16th August 2017. The comment was followed up with a Technical Planning Committee meeting which was held on 13th August, 2017 in CAOs office undermine 004/DTPC/2017/2108 and the resolution was that the footage payment be made to the affected staff without taxation</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>Koboko District Local Government did have a system for recording, investigating and responding to grievances, among which include M-trac health service monitoring system under the health sector while the other was the use of complaints box which was displayed at the administration block at the time of assessment.</p> <p>Complaints/grievances in form of letters or paper-chits are collected from the suggestion box and recorded in complaints register and a follow up action initiated by the officer in charge (District Information officer)</p>	<p>1</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>Koboko District published payroll and pensioner schedules for Financial Year 2017/2018 and FY 2018/2019 on administration notice board. As observed the Payment roll register for active staff was for Financial Year 2018/2019 and for Pensioners was for July/ August, 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>There was evidence that Koboko District Local Government published the awarded contract and amount for instance; -</p> <p>Under open bidding there was construction of two units of kitchen sheds at Pijoke and Ayipe Health centres, and the successful bidder was Inal Investment limited at a contract sum of 39,231,696 UGX, the notice reference was dated and displayed on 22nd September, CR/D/207/2 and it was removed on 3rd October 2017</p> <p>In another open bidding there was construction of piped water systems to Pijoke HCIII and Wajju primary School in Lobule Sub county and the successful bidder was Olanzicon Service Ltd at a contract sum of 200,204,000 UGX, the notice reference was dated and displayed on 19th July, 2017 CR/D/207/2 and it was removed on 2nd August 2017.</p> <p>In another open bidding there was Deep borehole drilling and installation and the successful bidder was Mama Bore Wells Africa Limited at a contract sum of 210,728,547 UGX, The notice reference was dated and displayed on 7th May 2018 _ CR/D/207/2 and it was removed on 18th May, 2018</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>Koboko District Local Government did publish the Local Government Annual Performance Assessment results on Administration's notice board dated 23rd August, 2018.</p> <p>There was also evidence of dissemination of the 2017 Local Government Annual Performance Assessment report on 23rd August 2018 at the Council hall in attendance was (CAO, District Chairperson, District Executive Committee Members, Speaker, Head Of Departments, Committee Chairpersons and representative of Community Support Organizations.</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>Koboko District Local Government communicated and explained to both Higher and Local government about guidelines, circulars and polices issued at the national level as follows;</p> <p>A dissemination of the District Discretionary Equalization Grant (DDEG) Grant Budget and Implementation guidelines for FY 2018/2019 was done by the District Planner (Mr Fred Bada) on 13th October, 2017 to Sub County Chiefs Koboko District.</p> <p>In other circumstances line ministries communicated directly to the various departments and responsible heads of departments do disseminate guidelines and policies to various stakeholders such as the policy on Malaria Treatment, Antenatal Care, Management of Ebola and medical waste management at Health facilities had been disseminated by the health department.</p>	<p>1</p>
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<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was evidence that the District had conducted discussion with the public to provide the status of activity implementation such as :-</p> <p>The District carried out a press conference meeting at the District council hall on 29th June, 2018 letter reference CR/D/206 and coordinated by the District Information Officer to share with the public activities that were undertaken in the Financial year 2017/2018. The press conference was by various media houses such as (New Vision, DAILY MORNITOR, Red pepper, Uganda Radio network, Radio Pacis, Spirit FM, Arua 1, and West Nile Web) among others. Different presentation and discussions were carried out by different individuals such as focal persons for (NUSAF3, YLP, UWEO, SAGE, ReHOPE, Easy project,) and District Heads of Department for (Education, Health Water Engineering, Production, Natural resources, Finance , Planning and statutory chaired by honourable secretaries.</p> <p>Another feedback meeting was held in Lobule Sub county 18th May 2018 with support from Alliance Forum for Development (AFOD) the issues were child breast feeding, Nutrition and education evidence from the report accessed indicated activities ran for a week inclusive of radio talk shows among others from the 1st to 8th of August, 2018</p> <p>Another feedback meeting was held in Lobule HCIII held on 23rd May, 2018 and among the issues discussed were (Immunisation coverage indicators, Rampant home deliveries in the communities, need for land for expansion of HCIII, high sexual gender base violence cases registered)</p> <p>Evidence of radio talk show (Recorded CDs on Spirit FM Koboko dated 26th July, 2017 where by Koboko District Local Government and UNHCR discussed among other issues of self-settled refugees. On Women's Day 07th March, 2018 on Spirit FM Koboko UNHCR and Koboko District Local Government on issues of gender role etc. On 11th June, 2018 on the spirit FM Kobo the District Local Government communicated about the net distribution exercises in schools.</p>	
Social and environmental safeguards			

<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>The LG Gender Focal Person (GFP) Mr. Engabua Simon, the Senior Community Development Officer (SCDO) provided guidance and supported various sector departments in mainstreaming gender into their activities as evidenced by the TPC minutes dated 15th May, 2018, minute Number 005/DPTC/2017/2018 where the GFP informed the members of the gender issues and strategies in their departments such as health, education, engineering and water. He also carried some initiatives like; training of HoDs and section, gender officers from CBOs, Senior women teachers and CDOs of the Sub Counties in gender systems and analysis as per the report dated 29th June, 2018 at the district KUWA Activity Centre, as per the annual work plan of 2017/2018, and as per the Five Year Development Plan 2015/2016-2019/2020, page 217.</p>	<p>2</p>
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2. 	<p>The GFP had planned activities for the current FY (2018/2019) to strengthen women roles as evidenced by; planned activities under gender sub section, page 217 of the Five Year Development Plan dated 29th September, 2016.</p> <p>In the previous FY 2017/2018, the LG had budgeted for 7,500,000 million to undertake the following planned activities;</p> <ol style="list-style-type: none"> Training LLG on gender main streaming was budgeted as evidenced by Voucher number PV-S02942 of UGX. 2,406,000 approved on 28th May, 2018, Mentoring the Sub County GFPs in gender analysis tools and gender mainstreaming matrix was budgeted as evidenced by Voucher number PV-S02740 of UGX. 394,000 approved on 28th May, 2018, Saffari day allowance was budgeted as evidenced by Voucher number PV-CM00360 of UGX. 946,000 approved on 8th June, 2018, Carrying out community dialogue sessions on SGBV was budgeted as evidenced by Voucher number PV-S022331 of UGX. 1,000,000 approved on 6th September, 2017, Gender based violence task force formation and orientation on their roles was budgeted as evidenced by Voucher number PV-S022333 of UGX. 1,380,000, approved on 9th September, 2017 and Gender needs assessment in schools and LLG was also budgeted as evidenced by Voucher number PV-S02941 of UGX. 648,000, approved on 28th May, 2018, totalling to UGX. 6,774,000 (90%) which was in line with the threshold of 90%. 	<p>2</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> 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>LG had carried out screening activities of 35 projects in the FY 2017/208 as per the sampled forms for projects screened, namely;</p> <ol style="list-style-type: none"> Extension of water supply at Waju dated 27th April, 2017, Construction of two units of four classroom block with offices at Ponyura Primary School dated 27th April, 2017, Fencing of Pijoke Health Centre III, dated 16th May, 2017, Borehole drilling and installation at Nyoricheku, dated 27th May, 2018 and Construction of twin staff house at Abuku Sub County, dated 27th September, 2017. <p>The LG however had no consolidated ESMP for FY 2017/2018 endorsed by both the District Environmental Officer and the CAO as required. There was only Bill of Quantities (BQ) of environment and social safe guards in FY 2017/2018 for individual projects. For example, a breakdown of the cost for implementation of mitigation measures in three sampled projects were as follows;</p> <ol style="list-style-type: none"> Extension of water supply at Waju Re. KOB563/Wrks/17-18/00010, i. Planting of 100 tree seedlings at 300,000, Construction of two units of four classroom block with offices at Ponyura Primary School Ref. KOB563/Wrks/17-18/00001, i. planting of 100 tree seedlings at 300,000, Borehole drilling and installation of 9 units at Kingaba, Aunga, Padrombo, Nyoricheku, Metino, Nyoke, Pamodo, Chakulia, and Longira parishes, Ref. KOB563/Wrks/17-18/00056, i. planting of 50 tree seedlings, at 300,000. <p>However, the assessor noted that the budgeted resources for environment and social safe guards was too little for the environment officer to exhaustively execute the planned activities. Also noted was that the screening forms of the sampled projects above had indicated that there were no environmental issues identified but the BQ of the same projects had environmental mitigation measures to be addressed which was a big anomaly. This presupposes that the documents presented could have been forged because they lacked consistence. The assessor also noted that the presented screening forms for the previous FY were very new with no sign of having been used in the field during screening exercise, with the same pen used throughout the year.</p>	<p>0</p>
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LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1

The LG had integrated Environmental and Social Management Plans in the contract bid documents as evidenced by a sample of projects below;

1. Construction of staff house at Abuku Sub County headquarters', contract No. KOB563/Wrks/17-18/00026, dated 24th November, 2017, BOQ item No's. 6-10, page 1 of 1 of the bid document. The environmental and social issues contained therein included; i. Tree planting at, (Teak, Neem or Gmalyna) at 100,000, ii. Back filling of quarry sites and barrow pits (not costed), iii. Grass planting around the exposed loose area at 200,000, iv. Drainage provision around the building at engineering estimates at 200,000 and v. Clearing and levelling of derbies at 100,000.

2. Construction of two units of four Classroom Block with offices at Ponyura Primary School, Ref. KOB/563/Wrks/2017/2018/FY/00001, dated 4th August, 2017, page 14 of 15 of bid document, BOQ item No's.1.09, and 1.25, The environmental and social issues contained therein included; i. Safety health and welfare for workers but no cost attached, ii. Removal of rubbish, debris and cleaning at completion costed at 3,000,000

3. Extension of piped water supply system to the refugee camp and a primary school at waju, Ref. KOB/563/Wrks/2017/2018/FY/00005, page 5, bid document, BOQ item No's F1.2, F2, F3, F4 and F1.5. The environmental and social issues contained therein included; i. Planting indigenous tree species within the source area in well prepared 600x600 mm holes as described costed at 100,000, ii. Planting of tree species at 5 meter spacing including but not limited to Mahogany, prunus Africana, maesopsis, podocarpus, albizia and markhamia costed at 1,440,000, iii. Planting of shrub trees at 3 metre spacing but not limited to dodonia, calliandra, vernomia costed at 500,000, iv. Planting boundary trees at 5 metre spacing along the chain link including but not limited to grevella,

4. Borehole drilling and installation at Kingaba, Aunga, Padrombo, Nyoricheku, Metino, Nyoke, Pamodo, Chakulia and Longira parishes, KOB563/wrks/2017-2018/00050, dated 25th May, 2018, BOQ bill No. 2.19 not paged, The environmental and social issues contained therein included i. Clearing site at a cost 100,000.

<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>The LG had evidence of land ownership on which of the sampled projects implemented for FY 2017/2018 were located, for example;</p> <p>i. Construction of two units of four classroom block with offices at Ponyura Primary School, Ref. KOB563/Wrks/17-18/00001, freehold title, Ref. LAF KKL/354, Block No.3, Plot 5 I/S number. ALU/2018/00066, in the names of Koboko District Local Government (Ponyura P/S), area: 7.9974 Ha.,</p> <p>i. Fencing of Pijoke Health Centre III Ref. KOB563/Wrks/17-18/00003, freehold title, Ref. LAF KKL/147, Block No.3, Plot 2, I/S number LL/2/5383, in the names of Koboko District Local Government, area: 0,8780 Ha., iii. Borehole drilling and installation at Nyoricheku, freehold title, Ref. LAF KKL/351, Block No.6, Plot 2, I/S number ALU/2018/00076, in the names of Koboko District Local Government (Nyoricheku P/S) area: 6.4843 Ha.</p> <p>Borehole drilling and installation at Pamodo, freehold title, Ref. KKL/153, Block No.3, Plot 2, I/S number LL/2/5381, in the names of Koboko District Local Government (Pamodo Health Centre II) area: 4.105 Ha. and</p> <p>iv. Construction of twin staff house at Abuku Sub County, KOB563/Wrks/17-18/00026, freehold title, Ref. KKL/0031, Block No.6, Plot 1, I/S number F/01/0411, in the names of Abuku Sub County Council, area: 0.5690 Ha.,</p> <p>v. Borehole drilling and installation at Longira Primary School, Minutes of District Land Board dated 1st December 2016-minute number 4/2016-17(1) area 26 acres, 7. Borehole drilling and installation freehold title, Ref. KKL/155, Block No.2, Plot 3, I/S number MM/2/5384, in the names of Koboko District Local Government (Chakulia health Centre II), area: 6.925 Ha.</p>	
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>The LG had environmental compliance certificates issued for some completed projects and endorsed by the District Environmental Officer as evidenced by copies of the certificate for some projects like;</p> <ol style="list-style-type: none"> 1. Construction of staff house at Abuku sub county headquarters', contract No. KOB563/Wrks/17-18/00026, dated 24th November 2017, 2. Construction of two units of four classroom block with offices at Ponyura Primary School dated 21th November 2017. <p>However, other sampled projects like; Fencing of Pijoke Health Centre III, Borehole drilling and installation at Nyoricheku and Construction of two units of four classroom block with offices at Ponyura Primary School did not have environmental compliance certificates issued. There was no justification for not issuing the compliance certificates by the 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>There was no evidence that the contracts payment certificated included prior environmental and social clearance as per the sampled projects;</p> <ol style="list-style-type: none"> i. Construction of two units of four classroom block with offices at Ponyura Primary School, ii. Construction of staff house at Abuku sub county headquarters', iii. Fencing of Pijoke Health Centre III, iv. Borehole drilling and installation at Nyoricheku <p>No evidence of certificate number for all. The Environment office had no answer for this omission.</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>The environmental officer and CDO monthly reports seen, dated 19th April 2018 and 11th December 2017 had evidence of; a) deviations observed with pictures and b) corrective actions taken for projects such as;</p> <ol style="list-style-type: none"> 1. Construction of staff house at Abuku sub county headquarter, 2. Fencing of Pijoke Health Centre III, 3. Construction of two units of four classroom block with offices at Ponyura Primary School. <p>However, there was no evidence of completed attached checklists to the reviewed reports and some of the sampled projects were not part of the report. Reason given was that for the checklist it was an omission and for the missing projects in the report the officers were not covering all projects but instead they were doing sampling which was centrally to the guidelines. Also the reporting was not regular (monthly) as required.</p>	<p>0</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The District OBT FY 18/19 had a wage bill of 4,538,117,000 UGX for 674 (11 substantive head teachers and the rest of the schools are headed by deputy head teachers and 663 teachers) qualified Head teachers and teachers. The total budget was enough to cover Head teachers and regular teachers.</p>	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The DEO had a staff list and budget for 674 teachers. Each school has a minimum of 8 teachers 674 which were all P.7 schools however, 2 of them are P.6 schools.</p> <p>The AT sampled and visited Padrombu primary school in Lubule town council had 1 H/Teacher and 13 teachers on government pay rol, 1 retired teacher under UNCR(Agonye Susan)</p> <p>Lobule P/S in Lobule town council had 1 H/Teacher and 9 teachers</p> <p>Andrumaga P/S in Lobule town council had 1 H/Teacher and 14 teachers among whom 1 was on UNHCR pay roll</p> <p>Kuniro P/S in Abuku town council had 1 H/Teacher and 11 teachers</p> <p>Drucile P/S in Midia town council had 1 H/Teacher, and 8 teachers</p>	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <p>o If 100%: score 6</p> <p>o If 80 - 99%: score 3</p> <p>o If below 80%: score 0</p>	<p>There was no evidence that the LG had filled the structure for primary Teachers. They needed to have employed 854 teachers. However only 674 were employed in the education sector as per the recruitment plan for FY 2017/18 and 1,020 Primary Teacher for FY 2018/19. The percentage was 79% which was below the minimum.</p>	<p>0</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The staff structure for two School Inspectors positions was fully filled. These included; one inspector of schools by the names of Ms Ritah Harriet, appointed on 22/5/2018, Ref. CR/D/156, under, Dragamulai Wayi, Senior Inspector of Schools appointed on 1st July 2016, Ref. CR/D/101746.</p> <p>However, there was effort to fill the vacant positions as seen in the Education Department Recruitment plan 2018/19 EDU/04/2018 20th/August/2018 submitted to the office of the CAO by the Principal Education Officer where positions of senior inspector of schools and inspector of schools was were included</p>	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>The District had an education sector Recruitment Plan for the FY(2018/19 EDU/04/2018 20th/August/2018 submitted to the office of the CAO by the Principal Education Officer, 47 Head teachers, 18 Deputy Head teachers, 96 Senior Education Assistants, 139 Education Assistants.</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>The District had an education sector Recruitment Plan for the FY(2018/19 EDU/04/2018 20th/August/2018 submitted to the office of the CAO by the Principal Education Officer, one inspector of schools, one senior inspector of schools.</p>	<p>2</p>
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Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>The LG had 2 School Inspectors and these had been appraised. These were; Dragamulai Wayi, Senior Inspector of Schools (CR/D/101746) who was appraised on 13/7/2018 and Rita Harriet, School Inspector (CR/D/101921) appraised on 26/7/2018.</p>	<p>3</p>
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<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>10 files were sampled out of the 58 head teacher personnel files and the assessor found out that all the 10 head teachers had been appraised for the calendar year ending December 2017. The files were those belonging to; Alex Ojoatre (CR/D/10262) appraised on 30/12/2017, Dramviku Robinson Aketoko (CR/D/10134) appraised on 30/1/2018, Amato Benjamin (CR/D/10618) appraised on 22/12/2018, Ben Apamaku (CR/D/10639) appraised on 31/12/2018, Janet Olikuru (CR/D/10659) appraised on 15/8/2018, Isaiah Agatrile (CR/D/10282) appraised on 6/8/2018, Yandu Bilali (CR/D/10524) appraised on 13/8/2018, Onzima Abdul said (CR/D/ 101454) appraised on 11/7/2018, Yobuta Silvanous (CR/D/10685) appraised on 16/8/2018 and Draku Henry (CR/D/10648) appraised on 19/7/2018.</p>	<p>3</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>There was evidence that the LG Education department had communicated some guidelines, policies, circulars issued by the national level in the previous FY. This was seen in the schools the AT visited</p> <p>DEO's office had a number which included; KMC/300/124/May/2018</p> <p>PLE/CF/EA/17; 14th/May/2018 circular on PLE centre number for Madikini Primary School</p> <p>Training workshop on senior women teachers, head teachers, head girls, refugee girls/women from very refugee hosting schools on 15th/2/2018 at Adrumaga primary school where topics covered included; policies related to education, personal hygiene, stress management and making of local pads.</p> <p>Report on girl child at Adrumaga primary school organized for refugee hosting schools on 6/March/2018 organised by the senior education officer -topics presented were physical education, disciplinary issues, how to manage discipline, care of girls at home and school, teaching learning aids for teachers.</p> <p>SUB-COUNTY meetings with teachers organized by the education office which include; 17th/august/2018 in Kuluba and Ludara sub-county, 15th/August/2018 in Midia and Dranya Sub counties 16th/ August/ 2018 in Abuku and Lobule sub-county, teachers and education officers meeting in Ifoko primary school which covered teachers avoiding late coming, dressing code of teachers, time on task.</p>	<p>1</p>

Communication to some extent had also been made to the schools the AT sampled;

Padrombu primary school in Lubule Town Council had 2nd/November/2017 EO/550 District Environmental Officer wrote to the H/Teacher on Training on demonstration gardens for school environment clubs. 27th/11/2017 EDU/27/2017 DEO wrote to the H/Teacher on submission of teachers appraisal forms to the DEO's office. 13th/June/2018 Education department summative report on teachers daily attendance for term 1 2018 from the principle Education Officer. 9/11/2017 training of environmental club members on kitchen gardening/vegetable growing in school Demon. 28th/November/2016 E0/550 letter from the environmental officer to the head teacher on training and formation of school environment clubs. Policy on National Malaria control programme info pack for key malaria messages in schools April 2018 by WHO, Chase malaria and UNICEF

Lobule P/S in Lobule town council had circular 6/8/2018 CR/D/154/2 to head teacher on report on staff performance appraisal/assessment 2017/18. 20th/April/2017 letter from War child CANADA to the head teacher inviting them for the girl's forum scheduled Saturday 22nd April 2017 at Lobule sub county council hall. 3/4/2018 the DEO wrote to the head teacher inviting them for a two day sensitisation workshop at the sub county. 4th/April/2018 the head teachers association wrote to the head teacher requesting for 4 teachers to train as examiners. 15/3/2017 launching of school feeding programme letter from head teacher to teachers. 22/2/2017 meeting of school feeding programme-minute 2&3 where it was resolved that the school feeding programme starts in march 2017.

Andrumaga P/S in Lobule town council had circular 6/8/2018 CR/D/154/2 to head teacher on report on staff performance appraisal/assessment 2017/18. ADM/235/269/01 2nd/October/2017 MoES sent a letter on schools and other institutions calendar 2018

Kuniro P/S in Abuku town council had EDU/36/2016 30TH/8/2017 DEO sent a letter to the head teacher on appointment/replacements to school management committee

Drucile P/S in Midia town council had 20th /4/2018 EDU/6/2018 DEO wrote a letter to the head teacher on curbing and eliminating absenteeism of head teachers, teachers and learners in primary schools. 20th/March/2018 PLE/CF/EA/10 UNEB wrote a letter to the head teacher on Guidelines for registration of 2018 PLE candidates. 2/8/2018 office of health wrote to the head teacher about school health inspection and health talk programme. 26th/4/2018 EDU/9/2018 DEO wrote to

		<p>the head teacher about salary pay slips management. 31st/1/2018 EDU/10/2018 DEO wrote to the head teacher on submission of names for their action- teachers being warned for absenteeism and those being appreciated for good attendance. 13th/June/2018 Education department summative report on teachers daily attendance for term 1 2018 from the principle Education Officer.</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>There was evidence that the LG Education department held meetings with primary school head teachers among others explained and sensitized on the guidelines, policies, circulars issued by the national level in the previous FY. This was seen in the schools the AT visited</p> <p>DEO's office had a number which included; KMC/300/1 24/May/2018</p> <p>PLE/CF/EA/17 14th/May/2018 circular on PLE Centre number for Madikini Primary School</p> <p>Training workshop on senior women teachers, head teachers, head girls, refugee girls/women from very refugee hosting schools on 15th/2/2018 at Adrumaga primary school where topics covered included; policies related to education, personal hygiene, stress management and making of local pads.</p> <p>Report on girl child at Adrumaga primary school organized for refugee hosting schools on 6/march/2018 organised by the senior education officer -topics presented were physical education, disciplinary issues, how to manage discipline, care of girls at home and school, teaching learning aids for teachers.</p> <p>Sub County meetings with teachers organized by the education office which include; 17th/august/2018 in Kuluba and Ludara sub-county, 15th/August/2018 in Midia and Dranya sub counties 16th/ August/ 2018 in Abuku and Lobule sub-county, teachers and education officers meeting in Ifoko primary school which covered teachers avoiding late coming, dressing code of teachers, time on task.</p> <p>Communication to some extent had also been made to the schools the AT sampled;</p> <p>Padrombu primary school in Lubule town council had 2nd/November/2017 EO/550 District Environmental Officer wrote to the H/Teacher on Training on demonstration gardens for school environment clubs. 27th/11/2017 EDU/27/2017 DEO wrote to the H/Teacher on submission of teachers appraisal forms to the DEO's office. 13th/June/2018 Education department summative report on teachers daily attendance for term 1 2018 from the principle Education Officer. 9/11/2017 Training of environmental club members on kitchen</p>	<p>2</p>

gardening/vegetable growing in school Demon.
28th/November/2016 E0/550 letter from the environmental officer to the head teacher on training and formation of school environment clubs. Policy on National Malaria control programme info pack for key malaria messages in schools April 2018 by WHO, Chase malaria and UNICEF

Lobule P/S in Lobule town council had circular 6/8/2018 CR/D/154/2 to head teacher on report on staff performance appraisal/assessment 2017/18.
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Andrumaga P/S in Lobule town council had circular 6/8/2018 CR/D/154/2 to head teacher on report on staff performance appraisal/assessment 2017/18.
ADM/235/269/01 2nd/October/2017 MoES sent a letter on schools and other institutions calendar 2018

Kuniro P/S in Abuku town council had EDU/36/2016 30TH/8/2017 DEO sent a letter to the head teacher on appointment/replacements to school management committee

Drucile P/S in Midia town council had 20 th/4/2018 EDU/6/2018 DEO wrote a letter to the head teacher on curbing and eliminating absenteeism of head teachers, teachers and learners in primary schools.
20th/March/2018 PLE/CF/EA/10 UNEB wrote a letter to the head teacher on Guidelines for registration of 2018 PLE candidates. 2/8/2018 office of health wrote to the head teacher about school health inspection and health talk programme. 26th/4/2018 EDU/9/2018 DEO wrote to the head teacher about salary pay slips management. 31st/1/2018 EDU/10/2018 DEO wrote to the head teacher on submission of names for their action- teachers being warned for absenteeism and those being appreciated for good attendance. 13th/June/2018 Education department summative report on teachers daily attendance for term 1 2018 from the principle Education Officer.

<p>The LG Education De- partment has effectively inspected all registered primary schools²</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>There was evidence that the schools had been inspected as seen in the schools the AT visited.</p> <p>From the DEO's office:</p> <p>1st Quarter school inspection report was done in Term 111 2017 report submitted on 19th/July/2018</p> <p>3rd Quarter school inspection report was done in Term 1 2018 report submitted on 6thth/September/2018</p> <p>4th Quarter school inspection report was done in Term 11 2018 report submitted on 6thth/September/2018</p> <p>There was evidence that some of the schools had been inspected as seen in the visitor's books and school monitoring and inspection books of some of the schools the AT visited.</p> <p>Padrombu P/S in Lobule town council. 28/3/2018 Candiru Roseline. 10th/4/2018, 2016/4/2018, 28/5/2018, 13/7/2018, 8/8 2018 Wayi Dragamulai. 28/5/2018, 6/7/2018, 8/8/2018 Ritah Harriet. 28/5/2018, 25/7/18, 8/8/2018 Maro Paul. 28/5/2018 Ade Fredrick. 30/5/2018, 6/7/2018 Afedra Pascal</p> <p>Lobule P/S in Lobule town council 1/11/2017Candiru Roseline. 15/9/2017, 9/11/2017, 18/6/2018, 12/7/2018 Wayi Dragamulai. 18/6/2018, 16/8/2018 Ritah Harriet.18/10/12017, 1/11/2017, 18/6/2018 Maro Paul. 21/9/2017, 7/2/2018, 18/6/2018, 6/7/2018 Ade Fredrick., 23/3/2018, 30/5/2018, Afedra Pascal. 7/2/2018, 23/3/2018 Yuma David. 25/7/2018 Aligah Yunus</p> <p>Andrumaga P/S in Lobule town council 10/4/2018, 8/6/2018 Wayi Dragamulai. 7/2/2018, 20/2/2018, 27th/3/2018, 8/6/2018, 6/7/2018 Ade Fredrick. 23/3/2018, 30/5/2018 Afedra Pascal. 8/5/2018 Aligah Yunus. 8/6/2018, 18/6/18 Moro Paul. 18/6/2018, 6/7/2018, 31/7/2018 Ritah Harriet. 27/7/2018 Aliga Yunus</p> <p>Kuniro P/S in Abuku town council had 15/6/2017, 2/10/2017, 2/11/2017, 7/3/2018, 6/6/2018 Wayi Dragamulai. 7/8/2017, 19/9/2017, 2/11/2017, 7/2/2018, 6/6/2018Ade Fredrick. 3/7/2017, 7/7/2017Afedra Pascal. 6/6/2018 Moro Paul. 6/6/2018, 4/7/2018 Ritah Harriet. 22/3/22018 Aloro Jonathan. 7/7/2017 Candiru Roselyn. 2/7/2017 Junuga John. 19/10/2017 Yossa Chaggas</p> <p>Drucile P/S in Midia town council had 10/4/2018, 2/11/2017, 7/3/2018, 6/6/2018 Wayi Dragamulai. 22/3/2018, 23/4/2018, 2/11/2017, 7/2/2018, 6/6/2018 Ade Fredrick. 6/6/2018 Moro Paul. 6/6/2018, 4/7/2018 Ritah Harriet. 21/3/2018 Juruga John. 20/2/2018 Aliga Yunus.</p>
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LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• 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

The DEO discussed school inspection reports and used reports to make recommendations as evidenced below;

From DEO's office after the inspection, the DEO came up with a summative report on teacher's daily attendance for term one then he sent out an appreciation letter EDU/11/2018 5th/2/2018 for excellent performance of all the teachers who did well. The Head teacher Anyangaku primary school also wrote to Draleru Hellen CR/D/10638 5th/2/2018 appreciating and thanking her for her excellent attendance of term 3 2017, Candiru Esther of Bamure primary school and Awia Emmanuel of Ifoko Primary were also appreciated on 22nd /February/2018 and 14th/February/2018 respectively. Warning letters were also sent out for example Aanni Asendu Milton was warned on 5th/2/2018, Anguyo Saidi Asuman 5th/February/2018 and Data Dalesa Alfred 5/February/2018 by his head teacher for very poor attendance in term 3 2017 which lead him to face the district disciplinary committee.

Report on dissemination of inspection and monitoring programme held in Koboko district council hall 22/6/2018 and the items disseminated were inspection report, SNE report, status of sports, monitoring report

Among the schools sampled, Drucile P/S in Midia town council had 20th /4/2018 EDU/6/2018 DEO wrote a letter to the head teacher on curbing and eliminating absenteeism of head teachers, teachers and learners in primary schools. 31st/1/2018 EDU/10/2018 DEO wrote to the head teacher on submission of names for their action-teachers being warned for absenteeism and those being appreciated for good attendance.

<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>There was evidence that the LG Education Department had submitted school inspection reports to the DES Gulu Regional office for all the four Quarters.</p> <p>From the DEO's office the AT team found the inspection grants acknowledgement letter showing that Term 1-2 inspection reports had been submitted on 6th/September/2018:</p> <p>1st Quarter school inspection report was done in Term 111 2017 report submitted on 19th/July/2018</p> <p>3rd Quarter school inspection report was done in Term 1 2018 report submitted on 6thth/September/2018</p> <p>4th Quarter school inspection report was done in Term 11 2018 report submitted on 6thth/September/2018</p>	<p>2</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There was evidence that the inspection recommendations are followed as seen in the visitor's books and school monitoring and inspection books of the schools visited.</p> <p>Padrombu primary school in Lubule town council 26/4/2018 Wayi Dragamulai 17/7/2017 Yossa Chagas. 26/6/2018 Juruga John.</p> <p>Lobule P/S in Lobule town council 9/11/2017 Wayi Dragamulai.23/3/2018 Afedra Pascal.</p> <p>Andrumaga P/S in Lobule Town Council 19/10/2017 Juruga John. 23/3/2018 Afedra Pacal</p> <p>Kuniro P/S in Abuku Town Council had 22/3/2018 Alaro Jonathan Nyaga. 19/10/2017 Waku</p> <p>Drucile P/S in Midia Town Council 21/3/2018 Juruga John</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>EMIS (2017) list of schools' data stood at 58 schools LG. Approved budget FY 2018/19 on 10/August/2018, CR/D/300 on 12th/March/2018 letter from the CAO to the permanent Secretary on Koboko district local government monitoring report on enrollment of primary and secondary schools 1st term 2018 using 3rd Quarter 2017/18 release.</p> <p>PBS list of schools data stood at 58 schools in FY2018/19 dated 10th/August/2018, CR/D/300 on 12th/March/2018 letter from the CAO to the permanent Secretary on Koboko district local government monitoring report on enrollment of primary and secondary schools 1st term 2018 using 3rd Quarter 2017/18 release.</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>EMIS enrolment data stood at 50,298 FY2018/19 submitted on 14th March 2018, CR/D/300 on 12th/March/2018 letter from the CAO to the permanent Secretary on Koboko district local government monitoring report on enrollment of primary and secondary schools 1st term 2018 using 3rd Quarter 2017/18 release.</p> <p>PBS enrolment data stood at 50,298 pupils in FY2017/18 CR/157/1 submitted on 14th March 2018, CR/D/300 on 12th/March/2018 letter from the CAO to the permanent Secretary on Koboko district local government monitoring report on enrollment of primary and secondary schools 1st term 2018 using 3rd Quarter 2017/18 release.</p>	<p>5</p>

Governance, oversight, transparency and accountability

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that education sector committee met during FY 2017/18 and discussed issues among others related to service delivery which included; -</p> <p>a) On 21st of July 2017 Education sector Committee held a committee meeting at DEO's office room and among the items discussed included confirmation of students for Quota system for financial year 2017/2018 under minute 3/7/2017 of which a list was of students was approved.</p> <p>b) On 06th July 2018 the education sector committee held at District Education Office and among the major items discussed was presentation of DEOs report under minute 03/07/2018 and in his remarks he said Koboko Public SS and Koboko Technical Institute were no longer funded through the District since they were in the Municipal council and thus the funds to be re-allocated to Jabara Vocational Institute</p>	2
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>The education sector committee recommended issues for approval to council and among the recommendation from the discussion were;</p> <p>a) The sector committee recommended a list of students to be approved for the District Quota system and Kampala International bursaries beneficiaries during the Local Education Committee meeting held on 21st July 2017</p> <p>b) One other recommendation a rose from the Sector committee discussion meeting held on 22nd December 2017 about inadequate fund to finish the Koboko Education (ordinance) as complete working tool and the recommendation to that effect was that the District Education officer write to the world vision to support the funding gap in completion of the proposed ordinance at an estimated cost 23,261,000 (UGX).</p>	2
<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 	<p>There was evidence that primary schools had functional School Management Committees and had been established and held meetings, discussed budget and resource issues and submission of reports to District Education as follows;</p> <p>Koboko District Local Government had 58 Government Primary school (Reference from the Inspection report of the 4th Quarter FY 2017/2018 Term II, dated 06th/09/2018. Out of 58 government primary schools in Koboko District 5 were sampled Goya P/S, Ginyako P/S, Lokiri Islamic P/S, Lobule P/S and Leiko P/S.</p> <p>Goya P/S School Management Committee had held</p>	5

• 80 to 99%
schools: score 3

• Below 80 %
schools: score 0

meeting on 25th September 2017 and issues discussed among others were; - budget presentation, amendment and approval under minute 5/25/09/2017 that included scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10% of the actual withdraw 3,141,197 (UGX)

Goya P/S School Management Committee held another meeting on 23rd February 2018 and issues discussed among others were; - budgeting of the 3rd Quarter UPE 2017/2018 under minute 4 that included scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10% of the actual withdraw 3,151,811 (UGX)

Goya P/S School Management Committee held another meeting on 1st June 2018 and issues discussed among others were; - budgeting of the 4th Quarter UPE 2017/2018 under minute 4 that included scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10% of the actual withdraw 3,052,000 (UGX)

Lokiris Islamic P/S School Management Committee held meeting on 3rd May 2018 and the issues discussed were approval of the UPE grants for 3rd Quarterly UPE Grant allocation under minute 5 that included scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10 of the actual withdraw of 850,000 (UGX). In addition there was also approval of work plan under minute 6 (Classical Meeting, Staff latrine built, School Management Committee Monitoring , Splitting timber for construction and Annual General Meeting

Lokiris Islamic P/S School Management Committee held another meeting on 01st June 2018 and the issues discussed were budget draft for 4th Quarter UPE 2017/2018 under minute 04/6/2018 that included scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10 of the actual withdraw of 890,000 (UGX)

Lokiris Islamic P/S School Management Committee held another meeting on 02nd March 2018 and the issues discussed were budget draft for 4th Quarter UPE 2017/2018 under minute 04/6/2018 that included scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10 of the actual withdraw of 890,000 (UGX)

Ginyako P/S School Management Committee held another meeting on 27th February 2018 and the issues discussed were new budget proposal of the 3rd Quarter UPE budget finance meeting 2017/2018 under minute 04/5/2018 that included scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10 of the actual withdraw of 3,200,000

(UGX)

Ginyako P/S School Management Committee held another meeting on 28th May 2018 and the issues discussed were new budget proposal of the 4th Quarter UPE budget grant meeting 2017/2018 under minute 5/2018 that included breakdown of scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10% of the actual withdraw of 3,260,000 (UGX)

Ginyako P/S School Management Committee held another meeting on 25th August, 2018 and the issues discussed were presentation of new budget estimates for 1st Quarter 2017/2018 under minute 4 the SMC unanimously approved and recommended budget presented to them for implementation.

Leiko P/S School Management Committee (SMC) held a meeting on 5th June 2018 among the issues were approval of the budget by SMC under minute 4 of the 4th Quarter that included scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10% of the actual withdraw of 2,090,183 (UGX)

Leiko P/S School Management Committee held another meeting on 07th March 2018 issues discussed was approval of the budget by SMC under minute 4 that included breakdown of scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10% of the actual withdraw of 2,063,703 (UGX)

Leiko P/S School Management Committee held another meeting on 29th September 2017 issues discussed was budgeting for 1st Quarter of UPE grant in the FY 2017/2018 under minute 6 that included breakdown of scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10% of the actual withdraw of 2,000,000 (UGX)

Lobule P/S School Management Committee held a meeting on 20th September 2017 issues discussed was budgeting for 1st Quarter of UPE capitation grant in the FY 2017/2018 under minute 6 that included breakdown of scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10% of the actual withdraw of 2,152,902 (UGX)

Lobule P/S School Management Committee held another meeting on 1st March 2018 issues presenting, discussing and approving 3rd Quarter UPE capitation grant under minute 5 that included breakdown of scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10% of the actual withdraw of 2,152,902 (UGX)

		Lobule P/S School Management Committee held another meeting on 30th May 2018 issues presenting, discussing and approving 4th Quarter UPE capitation grant under minute 5 that included breakdown of scholastic materials 35%, Co-curricular 20%, Management 15% and others 20%, Administration 10% of the actual withdraw of 2,152,902 (UGX)	
<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>There was evidence that the LG publicized all schools receiving non-wage recurrent grant for FY 2017/18 on DEO, CAO and the General public notice boards in the LG District office on 18th/May/2018. This included Q1, Q3 and Q4 releases.</p>	3
Procurement and contract management			
<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>The Education department prepared and submitted all investment items in the approved sector annual work plan and budget and all were submitted by 19th/ July/ 2018.</p> <p>The Koboko District Government User department procurement plan showing the items in the education sector in the different primary schools for FY 2018/19 dated and submitted on 30TH/4/2018.</p>	4
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 departments timely (as per contract) certified and recommended suppliers for payment:</p> <p>Example: The payment request was done on 6th December, 2017 whereas certification was done on 14th December, 2017. Actual payment to Gudul Enterprises Ltd for shs 24,045,560 against voucher number PV –ED 00251 dated 29th December, 2017 was effected on 29th December, 2017. The payment was in respect of construction of 3 classroom block at Madikini Primary School located in Ludara sub county.</p>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>There was no evidence of records of submission of annual performance report from the Education department to the District Planner for consolidation by mid- July 2018. The reasons as explained by the District Planner (Mr Bada Fred) was because of lack of capacity for the officers to be able to operate the Performance Based System</p>	<p>0</p>

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year 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>All queries raised by both the OAG and IAG for FY 2016/2017 were responded to and cleared.</p> <p>As for FY 2017/2018, the internal audit raised two queries out of which one was cleared by the time of the annual performance assessment.</p> <p>Two queries raised by both the OAG and IAG for FY 2016/2017 were responded to and cleared. This involved un accounted for advances amounting to shs 23,578,090 and timely submission of quarterly inspection reports (quarter 3 and 4 for FY 2016/2017) to the DEO during the FY 2016/2017. However, as for FY 2017/2018, the internal audit raised two queries out of which one was cleared by the time of the annual performance assessment.</p> <ul style="list-style-type: none"> • One query was about filling vacant teacher positions there was no evidence that the LG had filled the structure for primary Teachers. They needed to have employed 854 teachers. However, only 674 were employed in the education sector as per the recruitment plan for FY 2017/18 and 1,020 Primary Teacher for FY 2018/19. The percentage was 79% which was below the minimum. Filling of teacher vacant positions had not been fully addressed at the time of the assessment. • The second query was on proper keeping of approved minutes of the Education department with clearly recorded references and this was addressed. <p>Therefore not all queries were addressed as required.</p>	
Social and environmental safeguards			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>The Education department consulted with the gender focal person and there was evidence to that effect include; Training workshop on senior women teachers, head teachers, head girls, refugee girls/women from very refugee hosting schools on 15th/2/2018 at Adrumaga primary school where topics covered included; policies related to education, personal hygiene, stress management and making of local pads .</p> <p>Padrombu P/S in Lobule sub county where Ritah Harriet signed in the visitors book having followed up girls who drop out from school on 25/7/2018</p> <p>Lobule P/S in lobule town council sampled by the AT 20th/April/2017 letter from War child CANADA to the head teacher inviting them for the girl's forum scheduled Saturday 22nd April 2017 at Lobule sub county council hall.</p> <p>Andrumaga P/S sampled by the AT 13/3/18 Ade Fredrick senior women teacher's training. 13/3/2018 Grace Goro and Candiru Roselyn sensitization of the girl child and senior women teacher workshop as seen in the visitors book</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>The Education department in collaboration with gender department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary. For example the LG SNE programme conducted on 19th/4/2018 at the District hall which covered different issues like SNE status of the district, clarification of SNE concepts, policy on SNE, and causes of impairments to mention but a few.</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>There was evidence at the DEO's office that the School Management Committees met the guidelines on gender composition for instance; A file containing the appointments of SMC's in all the 58 government primary schools was reviewed. The AT looked at some of the minutes of 5th/March/2018 finance meeting approval of UPE</p> <p>a) Lurujo P/S has 12 members with 2 female Ayipe P/S with 12 members with 3 females 14th/June/2018</p> <p>b) Chakulia P/S 12 members with 2 females 13th/June/2018</p> <p>c) Kagoropa P/S 12 members with 3 females 15th/June/2018</p> <p>d) Oraba P/S 12 members 3 females 19th/September/2017</p> <p>Among the schools the AT sampled, Kuniro P/S in Abuku town council had EDU/36/2016 30TH/8/2017 DEO sent a letter to the head teacher on appointment/replacements to school management committee.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines 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 Education department in collaboration with Environment department issued guidelines on environmental management as follows:</p> <p>a) CR/D/550 5th/10/2017 letter from the District Environmental officer to the District Education Officer on dissemination of environment guidelines to departments</p> <p>b) Among the schools the AT sampled, Padrombu primary school in Lubule town council had a letter dated 2nd/November/2017 EO/550 District Environmental Officer wrote to the H/Teacher on Training on demonstration gardens for school environment clubs. 9/11/2017 Training of environmental club members on kitchen gardening/vegetable growing in school Demon. 2017/18 list of environmental club members. 28th/November/2016 E0/550 letter from the environmental officer to the head teacher on training and formation of school environment clubs.</p>	<p>1</p>

<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>Screening was done in the following projects; Kagoropa P/S, construction of one unit of three classroom block 30th/6/2018, Madikini P/S construction of one unit of three classroom block, Busia P/S construction of one unit of 4 classroom block in kuluba sub county.</p> <p>Ponyula P/S construction of two units of 4 classroom block and office in Lobule sub county. However, the assessor noted that the screening forms presented were not stamped.</p>	<p>0</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>Monitoring and supervision report of UNHCR REHOPE projects in Koboko district on 7th/December/2017 which included; Busia P/S construction 4 classroom block with office and Ponyura P/S in Lobule sub county construction of two units of 4 classroom block with office.</p> <p>Supervision report of DDEG projects in Koboko district held on 19th/4/2018 which included; Madikini P/S construction of one unit of 3 classroom block, Kagoropa P/S construction of one unit of 3 classroom block.</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>There were 221 positions filled out of 378 positions under the PHC structure, being 58.57% filled. Eight 8 positions were advertised in New Vision of 20 November 2017 under the Recruitment Plan of FY 2017/2018. Therefore, the effective filled percentage 60.6% . The biggest shortfall was with the Koboko General Hospital with staffing level of 71 out of 190 positions, giving a filled positions percentage of only 37.4%.</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>The Recruitment Plan for 2018/2019 was submitted to the Human Resources Department on 5th April 2018, targeting to recruit for 142 positions at DHO's Office (6), Koboko General Hospital 130, and Koboko Municipal Council (6).</p> <p>This is despite the Circular from PS Ministry of Public Service date 29th June 2018, Ref. PMD/80/80/01, Section 3.2, no new recruitment has been allocated funds this year, except for replacement within the available wage bill.</p> <p>However, since Koboko Hospital and Koboko Municipality are both still newly elevated and so still understaffed, and the DHO's Office was grossly understaffed, it was expected that MoPS would allow massive recruitment to fill the huge gaps this FY 2018/2019.</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>A sample of 5 personnel files out of the 14 health facility In-charges were checked and these were found to have been appraised. These included facility In-charges as listed below;</p> <table border="0"> <thead> <tr> <th>No.</th> <th>Health In-charge</th> <th>File no.</th> <th>Appraisal date</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Ayiko Marcelo Soro (Koboko Hospital)</td> <td>CR/D/10088</td> <td>22/8/2018</td> </tr> <tr> <td>2.</td> <td>Anguyo Johnstone (Gborokolongo HC III)</td> <td>CR/D/10808</td> <td>3/9/2018</td> </tr> <tr> <td>3.</td> <td>Arike Ismail Ikajo (Chakulia HC II)</td> <td>CR/D/10096</td> <td>29/8/2018</td> </tr> <tr> <td>4.</td> <td>Musiko Beatrice (Ludara HC III)</td> <td>CR/D/101675</td> <td>15/8/2018</td> </tr> <tr> <td>5.</td> <td>Agadribo Bob Alex (Pijoke HC II)</td> <td>CR/D/10094</td> <td>11/7/2018</td> </tr> </tbody> </table> <p>Please note that Koboko LG does not have a HC IV at the moment after the lone HC IV they had was upgraded to a Hospital</p>	No.	Health In-charge	File no.	Appraisal date	1.	Ayiko Marcelo Soro (Koboko Hospital)	CR/D/10088	22/8/2018	2.	Anguyo Johnstone (Gborokolongo HC III)	CR/D/10808	3/9/2018	3.	Arike Ismail Ikajo (Chakulia HC II)	CR/D/10096	29/8/2018	4.	Musiko Beatrice (Ludara HC III)	CR/D/101675	15/8/2018	5.	Agadribo Bob Alex (Pijoke HC II)	CR/D/10094	11/7/2018	<p>8</p>
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<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>The total number of employees deployed in District Health Service is 221 according to the staff list which indicates the units/facilities, the number of employees deployed in each unit, and the names and cadres of the employees. The deployment against approved positions is as follows:</p> <p>DHO's Office 5 out of 11</p> <p>Koboko Gen Hosp 71 out of 190</p> <p>HCIIIs 93 out of 114</p> <p>HCII 52 out of 63</p>	<p>4</p>																								
<p>Monitoring and Supervision</p>																											

The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities

- 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

Documents received by the DHO's Office were not necessarily communicated to all Health Facilities, or not uniformly. There were no distribution lists for the materials received.

The recent documents from Ministry of Health seen at DHO's Office included:

1. Ebola Posters (August 2018) – were seen in Health Facilities
2. Facts about Ebola (Flyer)
3. Guidelines to Local Government Planning Process- Health Sector Supplement
4. Approaches to Health Care Waste Management – Health Workers Guide Second Edition 2013 (used in Sanitation and Hygiene Dissemination Training 01 March, 2018)
5. Guineaeworm Eradication Poster
6. Uganda Public Health Service Protocol (UPHSP).... Revised Edition May 2016
7. Koboko District Local Government – Uganda Sanitation Fund - Annual Workplan FY2018/2019
8. Case Definition of Epidemic Thresholds for Integrated Disease Surveillance and Response (IDSR) – A working guide for Health Care Workers (2012).
9. Standard Operating Procedures and Guidelines for responding to Ebola/Marburg Virus Disease Outbreaks in Uganda
10. Uganda National Infection Prevention and Control Guidelines (2013).

However only two out of the 10 listed documents were consistently available at the sampled health facilities. These were; the Ebola Poster and the Health Care Waste Management Algorithm Chart.

Maximum 6 for this performance measure

<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>The DHT organized only one out of 4 Quarterly Performance Review Meetings at DHO's Office involving Health Facility In-charges and DHT members, as well as Development Partners on 18th June 2018.</p> <p>However, there were other meetings at DHO's Office depending on Development Partners providing resources, such as IDI supported a meeting on HIV/AIDS on 25th June 2018, and CUAMM provided resources for a meeting on Reproductive Health on 30th August 2018</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Support supervision reports were seen for DHT visits to Health Facilities including Koboko General Hospital among other Health Facilities every Quarter in FY 2017/2018:</p> <p>Q1 Report 30th October /2017</p> <p>Q2 Report 22nd December/2017</p> <p>Q3 Report 30th April 2018,</p> <p>Q4 Report 29th June 2018</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> If 100% supervised: score 3 80 - 99% of the health facilities: score 2 60% - 79% of the health facilities: score 1 Less than 60% of the health facilities: score 0 	<p>Koboko HSD /Koboko General Hospital carried out Support Supervision to all Lower Level Health Facilities in the Health Sub-District and the reports seen as follows:</p> <p>Q1 Report None</p> <p>Q2 Report 13th November 2017 where all facilities were inspected.</p> <p>Q3 Report None</p> <p>Q4 Report 13th July 2018 where all facilities were inspected.</p>	<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 were Minutes seen for the Quarterly Performance Review Meeting on 18th June 2018 (Q4) FY 2017/2018; and Minutes of an Extended DHT Meeting on 21st June 2018. However, there were no recorded Quarterly Performance Review Meetings in the other 3 Quarters of FY 2017/2018. This was an area which the DHT needs to improve on).</p>	<p>0</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>There was no evidence of systematic corrective action based on recommendations from the Support Supervision Reports</p>	<p>0</p>

<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> 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>The HMIS Reports for the 4 quarters of FY 2017/2018 showed that the List of Health Units provided by the DHO's Office tallied with the one in the HMIS Reports (database) at the Ministry of Health. All Health Facilities in Koboko District reported consistently (100%) in FY 2017/2018. However the MOH HMIS Database still placed the Health Facilities in Koboko Municipality under Koboko District Local Government.</p>	<p>10</p>
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Governance, oversight, transparency and accountability

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that health sector committee met during FY 2017/18 and discussed issues among others related to service delivery which included; -</p> <p>a) One meeting was held on 28th September 2017 among issues discussed were progress report of where several issues were highlighted such as district demarcation, lobby for Koboko hospital for Koboko Constituency among other under minute 7</p> <p>b) Another meeting was carried out on 14th October 2017, among the major items discussed was priority proposals for FY 2017/2018 under minute 4/10/2017. The issues discussed therein were construction of Out Patient Department, Maternity block at the new site of hospital (HCIV), fencing of Kuluba HCII in Kuluba sub county among others</p> <p>c)The committee in its discussion observed in the recommendations submitted on 13th April 2018 that there was still poor access and coverage with health facilities and currently (2018) 25% of the population still travel more than 5 kilometers to access health services.</p>	<p>2</p>
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The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

- Evidence that the health sector committee has presented issues that require approval to Council: score 2

There was evidence that health sector committee presented their issues to the council for approval and among the recommendations made were;

a) Sector committee member recommended the draft budget 2018/2019 for approval to the council from the discussion of the meeting held on 12th October 2017.

b) One other recommendation was the issues of the wage bill and members recommended that the issue to be handled by the planning unit and CAO's office which arose from the meeting held on 14th October 2017.

c) Despite the policy of one Health center II per Sub county, the committee recommended upgrading of the following HCII's to HCIII's so as to maintain the current coverage and access for Pamodo, Chakulia, Bamure, Larujo and Kuluba HCII that arose from the meeting held on 13th April 2018.

<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>Minutes of Hospital Board/Health Unit Management Committee Meetings were seen as follows:</p> <p>Koboko Hospital Board</p> <p>Q1 12th Sept 2017</p> <p>Q2 12th Dec 2017</p> <p>Q3 20th Mar 2018</p> <p>Q4 30th June 2018</p> <p>Lobule HCIII</p> <p>Minutes not available at time of visit</p> <p>Gborokolongo HCIII</p> <p>Q1 None</p> <p>Q2 None</p> <p>Q3 26th Feb 2018</p> <p>Q4 21st May 2018</p> <p>Dricile HCIII</p> <p>Q1 13th Oct 2017</p> <p>Q2 18th Jan 2018</p> <p>Q3 26th Mar 2018</p> <p>Q4 Not yet</p> <p>Pijoke HCII</p> <p>Q1 None</p> <p>Q2 12th Dec 2017</p> <p>Q3 20th Mar 2018</p> <p>Q4 29th June 2018</p> <p>With Minutes available at 4 out of 5 sampled Health Facilities', the percentage is 80%.</p> <p>(But if Minutes for Lobule HCIII were seen it would be 100%).</p>	
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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>The list of Health Facilities that received the PHC Funds for FY 2017/2018 was displayed at the DHO's Notice Board (Photo was taken) . The details of PHC funding were seen at the sampled Health Facilities except for Dricile HCIII and Lobule HCIII.</p>	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>The sector submitted input into the Procurement Plan for 2018/2019 on 24th April 2018. Copy stamped by Head of Procurement was seen (dated 26th April 2018).</p>	<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>Procurement Request Form PP5 (instead of PP1) was submitted on 17th July 2018 for FY 2018/2019. Copy stamped by Head of Procurement (on same date 17th July 2018).</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 departments timely (as per contract) certified and recommended suppliers for payment:</p> <p>Example: Payment to Global Solar Systems Ltd for shs 31,500,000 on voucher number PV-HE 00200 dated 21st June, 2018 in respect of repair of solar systems at Health Centers located at Ayipe, Ludara and Borokongo. The request was done on 28th May, 2018; certification was done on 1st June, 2018 and actual payment effected on 21st June, 2018.</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>There was no evidence of records of submission of annual performance from the health department to the District Planner for consolidation by mid- July 2018. The reasons as explained by the District Planner (Mr Bada Fred) was because of lack of capacity for the officers to be able to operate the Performance Based System</p>	<p>0</p>

LG Health department has acted on Internal Audit recommendation (if any)

Maximum 4 for this performance measure

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

- 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

Queries raised by the Internal Audit in respect of the LG Health Department for FY 2016/2017 were responded to and cleared. Two queries were raised responded to and cleared;

- The first query was about the total wage bill for health workers in various health centres of the DLG which did not tally with the Internal Auditor's records. This query was addressed and cleared.

- The second query was in respect of unaccounted for advance totalling shs 2,667,000 which was appropriately addressed.

In FY 2017/2018, three were raised. Two were responded to and cleared. as indicated below;

- One of the queries was documentation of patients which required streamlining. This had improved at the time of the assessment as was reported by the Internal Auditor.

- The second query was about lack of evidence of systematic corrective action based on recommendations from the Support Supervision Reports including unaccounted advances totalling shs 1,456,000 for repair of vehicle. This was addressed at the time of the assessment.

- The third query was about filling 4 vacant positions in Koboko DLG. There were 221 positions filled out of 378 positions under the PHC structure, being 58.57% filled. Eight 8 positions were advertised in New Vision of 20 November 2017 under the Recruitment Plan of FY 2017/2018. Therefore, the effective filled percentage 60.6%. The biggest shortfall was with the Koboko General Hospital with staffing level of 71 out of 190 positions, giving a filled positions percentage of only 37.4%.

The query had not been addressed by the time of the assessment.

Therefore not all queries were addressed as required.

Social and environmental safeguards

<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 <p>% women: score 2</p>	<p>9 Out of 33 Hospital Board/HUMC members from 5 sampled Health facilities were female, making an aggregate of 27%.</p> <p>The composition was Koboko Hospital Board (1 women out of 8 members), Dricile HCIII (4 women out of 7 members), Gborokolongo HCIII (1 woman out of 6 members), Lobule HCIII (3 women out of 7 members) and Pijoke HCII (no woman out of 5 members). So it was a mixed picture, but generally not favoring women participation in Hospital Board and HUMCs.</p>	<p>0</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>Copies of Uganda Public Health Service Protocol (UPHSP) of May 2016 were seen at DHO's Office.</p> <p>There was a training on Sanitation and Hygiene Guideline for Health Facilities and Schools (Invitation went out on 28th February 2018 from the DHO's Office to Health Facilities and the attendance list of 01 March 2018).</p> <p>Gender separation of toilets was seen at all sampled facilities, though at some HFs they were not so marked. At Lobule HCII and Dricile HCIII there were toilet provisions for the Disabled.</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>The Environmental and Social Screening Reports for projects were seen for fencing Pijoke HCII, Construction of Placenta Pit at Kuluba HCIII and Installation of Solar systems at Ludara HCIII and Ayipe HCIII.</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>Reports of Joint Environment and Social Monitoring of projects of fencing Pijoke HCII, Construction of Placenta Pit at Kuluba HCIII and Installation of Solar systems at Ludara HCIII and Ayipe HCIII.were not seen.</p>	<p>0</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has 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>Photocopies of Health Care Waste Management Guidelines and of Guidelines on Sanitation and Hygiene for Health Facilities and Schools were seen in the file with invitation to the training on Sanitation and Hygiene Guidelines for Health Facilities and Schools. (Invitation went out on 28th February 2018 from the DHO's Office to Health Facilities and the attendance list of training on 01 March 2018 was seen).</p> <p>At all Health Facilities sampled the Health Care Waste Management Colour Coded Algorithm Chart was seen especially in the laboratories. Also seen was the 5S chart in some Health Facilities. All 5 HFs sampled had colour coded bins in use. There was a challenge of limited supply of bin liners.</p> <p>There were incinerators at Koboko Hospital, Lobule HCIII, and Pijoke HCII.</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>There was evidence that sub counties with safe water coverage below the district coverage were targeted in the financial year 2018/2019.</p> <p>The safe water coverage for the district in the financial year 2017/2018 was 54.0%. There were two sub counties whose safe water coverage were below that of the district and these were; Lubole Sub County at 49.9%, and Abuku Sub County at 44.1%.</p> <p>For 2018/2019, the district allocated UGX 352,573,000 to the sector development expenditures. Of this UGX 243,000,000 was earmarked for drilling 9 new boreholes and UGX 37,629,000 for rehabilitation 10 existing ones. 3 of the new boreholes and 3 of the rehabilitated ones were to be located in the above two sub counties. This amounted to a budgetary allocation of UGX 92,288,700 for the two sub counties representing 26% of the development expenditure.</p> <p>The District Water Officer reasoned that, particularly Lubole sub county which was home to many refugees, there was no need to allocate more water sources to it considering that it had been targeted with a number of new water projects by development partners, 30% of which would be allocated to the local communities. However there were no minutes of any agreement with the development partners.</p>	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. o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> <ul style="list-style-type: none"> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>There was evidence that the Local Government Water department implemented all budgeted water projects in the targeted sub counties in 2017/2018.</p> <p>In the financial year 2016/2017, the safe water coverage for the district was 65.4%. It was only Kuluba sub county with safe water coverage below that of the district at 48.7%.</p> <p>16 new boreholes were implemented in the financial year 2017/2018, five of which were located in Kuluba sub county. All the 16 boreholes, including the five in Kuluba sub county, were implemented representing 100% execution.</p>	<p>15</p>
<p>Monitoring and Supervision</p>			
<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>There was evidence that the District Water department supervised and monitored the district water supply facilities.</p> <ol style="list-style-type: none"> 1) On 30th January 2018, a report on the rehabilitation of 4 protected springs, that is; Korobulu in Dranya sub county, Abiridio also in Dranya sub county, Tomikita in Midia sub county and Drukilia in Abuku sub county, was prepared and submitted by the District Water Officer. 2) On 26th March 2018, a progress report for 11 boreholes that included both new and rehabilitated boreholes was prepared and submitted by the District Water Officer. 3) There was also a comprehensive assessment report for all existing water facilities in the financial year 2017/2018. This report highlighted facilities that were functional and those that were not. <p>This gave an indication that at least 95% of the water facilities were regularly monitored. However, there was no record for monitoring of the sanitation facilities.</p>	<p>15</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Quarterly reports for the financial year 2017/2018 were submitted to the Ministry as follows;</p> <ul style="list-style-type: none"> • Quarter one report was submitted on 11th October 2017 • Quarter two report on 12th January 2018 • Quarter three report on 13th April 2018 • Quarter four report on 19th July 2018 <p>There were two lots of water sources that were implemented. The first lot had 7 boreholes which were planned in the Annual work plan for 2017/2018.</p> <p>The second lot followed re-allocation UGX 200,000,000 which had been allocated to implementation of a solar piped water scheme in Abuku sub county. Agreement was reached between the District and the Ministry to allocate that money towards construction of 9 new boreholes.</p> <p>All the information submitted to the Ministry regarding water sources was accurate and consistent.</p>	
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The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE

- List of water facility which are consistent in both sector MIS reports and PBS: score 5

The facilities that were consistent in both sector MIS reports and PBS were;

- Opasio Community Borehole in Dranya Sub County (DWD 60731)
- Nyumbuli Community Borehole in Lobule Sub County (DWD 60735)
- Kuno Community Borehole in Abuku Sub County (DWD 60734)
- Nyeluwe Community Borehole in Midia Sub county (DWD 60741)
- Kuluga Community Borehole in Kuluba Sub County (DWD 60733)
- Kagoropa Community Borehole in Kuluba Sub County (DWD 60740)
- Lukemuru Community Borehole in Kuluba Sub County (DWD 60732)
- Geringa in Abuku Sub County (DWD 73408)
- Arumadri in Abuku Sub County (DWD 73407)
- Aligoji in Midia Sub County (DWD 73409)
- Abachi in Kuluba Sub County which was a dry borehole (No source number)
- Kijemero in Lobule Sub County (DWD 73406)
- Jako in Kuluba Sub County (Functional but no source number)
- Kyakulia in Ludara Sub County which was a dry borehole (No source number)
- Kela in Ludara Sub County (DWD 73410)
- Tai A in Dranya Sub County which was a dry borehole (No source number).

Maximum 10 for this performance measure

Procurement and contract management

<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>The sector submitted input for the district procurement plan to the PDU on 8th July 2018. Among the projects submitted were;</p> <p>i) Sitting of 10 boreholes estimated at UGX 21,000,000.</p> <p>ii) Drilling and installing of 10 estimated at UGX 294,071,000</p> <p>iii) Rehabilitation of 10 boreholes estimated at UGX 20,000,000</p> <p>However, the submission to procurement was made outside the deadline of 30th April.</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>All the water supply and sanitation projects for 2017/2018 had clauses for contract management in their specifications and forms of contract. Among them were clauses for soil sampling and profiling, water sampling and testing, and requirements for consultation with the Supervisor on the final design to be adopted among others.</p> <p>In the project hand over reports submitted by the contractors to the water office, there were detailed logs of soil strata by depth, test pumping results by depth, and a detailed layout of the final design adopted by the contractor with approval of the supervisor. There were also reports for physio-chemical tests done on the water sources.</p> <p>There was however no record of instructions to contractors or minutes of site meetings held between the contract manager and the client.</p>	<p>2</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>Five water supply and sanitation facilities were visited and these were;</p> <ul style="list-style-type: none"> i) Nyai community toilet in Nyai trading center ii) Geringa community borehole in Abuku sub county (DWD 73407) iii) Arumadri community borehole in Abuku sub county (DWD 73408) iv) Opasio community borehole in Dranya sub county (DWD 60737) v) Aligoji community borehole in Midia sub county (DWD 73409) <p>All these projects were found to have been executed in accordance to the designs and specification, with some variation in the depth drilled which depended upon the depth of the water table for the case of the boreholes.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>There was evidence that contractors handed over completed water supply and sanitation projects; For example;</p> <ul style="list-style-type: none"> i) On 13th March 2018, KLR Uganda Limited submitted a hand over report for installation of 7 boreholes and was received by the District Water Officer on 13th March 2018 ii) Mama Bore Wells Africa Limited submitted a completion report for drilling, test pumping and installation of 9 hand pump boreholes and was received by the District Water Officer on the 15th July 2018. 	<p>2</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>There was evidence that the District Water Officer certified all completed Water supply and Sanitation projects. For example on 4th September 2018, the District Water Officer made project completion certificates to KLR Uganda Ltd and Mamma Bore Wells Africa Ltd for drilling and installation of 7 and 9 boreholes respectively.</p>	<p>2</p>
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>The LG Water departments timely (as per contract) certified and recommended suppliers for payment:</p> <p>Example: M/s Gets Technical Services Ltd was paid shs 20,050,000 on voucher number PK-WK 00140 dated 20th April, 2018 for supply of feasibility study of solar pipe at Ludara sub county. Initial request for payment was done on 14th February, 2018; certification done on 14th March. 2018.</p>	<p>3</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>The Water Department did not submit their annual performance reports on time to the District Planner for consolidation as per a copy of an e-mail from the Programme Budgeting System administrator indicated that department of water had submitted later on 20th August 2018 which was beyond the regulatory timeline of Mid July</p>	<p>0</p>

<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>All queries raised by the Internal Audit in respect of the LG Water Department in FY 2016/2017 were responded to and cleared.</p> <p>The two queries which were raised during FY 2017/2018 were responded to and one of them was cleared.</p>	<p>3</p>
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Governance, oversight, transparency and accountability

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>There was evidence that water sector under works committee met and discussed service delivery issues including supervision reports, performance as follows; -</p> <p>On 31st July 2017 works and technical service Committee held a committee meeting at the office of District Engineer among the items was briefing from the head of the department on issues of safe water coverage at the district under minute 2/Works/31st /July/2017, Extension of piped water at Waju refugee camp and the need to recruit water officer under minute 4/Works/31st /July/2017</p>	<p>3</p>
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<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>There was evidence that the water sector committee recommended issues for approval to council and among the recommendation from the discussion were;</p> <p>The sector committee recommended replacement of vacant position left by the two engineers under minute 5works 31st/July/2017 and extension of piped water at Waju refugee camp of the meeting held on 31st July 2017.</p> <p>Also the sector committee that sat on 2nd march 2018 had its recommendation concurrently discussed with other issues such as under the progress report the head of department alluded to the fact that put a directive of piped water shed and this was to be at Abuku and council had budget 200 million for the project however the funds allocated were not sufficient and thus the committee recommended instead of the piped water scheme the available funds were to be used for construction of boreholes under minute 5/W.C.M/02/03/2018</p> <p>Also the sector committee recommended that a study tour on piped water scheme to be organized so that members could be able to share knowledge on management and monitoring of piped water schedule under minute 4b/DWSCC/10th/04/2018.</p>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>The Annual Work Plan for the District Water and Sanitation Grant for 2018/2019 were clearly displayed on the Notice board. Among the allocations on the work plan were the following;</p> <ul style="list-style-type: none"> i) Stake holder coordination, UGX 6,620,000. ii) Monitoring and supervision, UGX 8,881,000 iii) District rural water supply and development, UGX 352,573,000 <p>The Annual work plan and quarterly release were dated, signed and stamped.</p>	<p>2</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>All the five projects visited had clear engravings indicating the names of the projects, dates of construction, contractor names and sources of funding. Among the engravings were;</p> <p>i) For Opasio community borehole in Dranya sub county;</p> <p>Date: 1st February 2018 DWD: 60737 SWL: 2.08m DEPTH: 73m CONTRACTOR: KLR (U) LTD FUNDED BY: DDEG</p> <p>ii) For Geringa community borehole in Abuku sub county;</p> <p>DATE: 16th July 2018 DWD: 73407 VILLAGE: Geringa FUNDER: PAF CONTRACTOR: Maama Africa Ltd</p>	<p>2</p>
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The district Water department has shared information widely to the public to enhance transparency

Maximum 6 points for this performance measure

- Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2

On the notice board was a bid notice for supply of various goods and services for the financial year 2018/2019, published on the 26th July 2018. In the water sector, the following projects were published;

i) Consultancy services for borehole sitting and supervision of 8 units under procurement number KOB563/SERVCS/2018/2019/00001.

ii) Drilling and installation of 10 boreholes under procurement number KOB563/WRKS/2018/2019/00002.

Also on display was a notice for the best evaluated bidders for 2018/2019, dated 3rd September 2018. Among tenders awarded in the water sector were;

i) Drilling, casting and installation of 10 boreholes awarded to KLR (U) Ltd for a contract sum of UGX 232,734,960

ii) Sitting and supervision of 10 boreholes awarded to Rok Technical Services Ltd for a contract sum of UGX 17,535,980

The District Water Officer noted that in the invitation to bid, an error was made on the number of boreholes to be supervised. The correct number was supposed to be 10 as opposed to the 8 that were advertised.

<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>There was evidence that communities applied for public water and sanitation facilities for 2018/2019. Three community applications were sampled as follows;</p> <p>i) On 20th April 2018, the community of Jako village in Kuluba Sub County applied for a borehole for the financial year 2018/2019.</p> <p>ii) On 23rd April 2018, the community of Geringa village in Abuku Sub County applied for a borehole in the financial year 2018/2019.</p> <p>iii) On 23rd April 2018, the community of Aligoji village in Midia Sub County applied for a borehole in the financial year 2018/2019.</p> <p>Attached to all the applications were copies of minutes for the community meetings held, complete with attendance.</p>	<p>1</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>Five water supply facilities assessed were as follows; Geringa community borehole, Manibe borehole, and Arumadri community borehole all in Abuku sub county, Opasio community borehole in Dranya sub county, and Aligoji in Midia sub county.</p> <p>Of the five, three facilities had fences although one for Manibe was falling apart and needed to be worked upon. However the two facilities of Arumadri and Opasio community boreholes did not have fences installed on their facilities. .</p> <p>User committees of three of the facilities held monthly meetings and collected monthly contributions from their users. The user committee for Opasio had plans to hold their first meeting on 16th September 2018 and was yet to collect their first monthly contribution.</p> <p>The assessor also noted that the facility for Arumadri had not been fully installed and was not operational. There was a user committee in place but had reported the issue to any higher authority.</p> <p>Generally, there was low commitment from the communities towards the proper operation and maintenance of the water facilities.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>There was some evidence of environmental screening carried out for water supply and sanitation projects in 2017/2018. Two screenings were sampled as follows;</p> <p>i) On 27th December 2018, an environmental screening was carried out for the construction of a two stance VIP latrine in Lubule Sub County.</p> <p>ii) On 27th May 2018, an environmental screening was carried out on Arunavri community borehole in Abuku Sub County.</p> <p>However, in the assessment for construction of the VIP latrine, the Environmental Officer did not elaborate more on the different wastes that were going to be generated by the project during construction phase and did not recommend any corrective action for it.</p> <p>Similarly in the assessment of the community borehole, he did not find any impact of the project on the environmental which didn't seem likely considering that the project would generate wastes like the excavated soil, oils and greases (from servicing activities), dust and would also generate noise among others.</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>The negative environmental and social concerns raised during environmental screening were followed up as per the reports dated 7th December 2017 and 19th April 2018. For example, all the generated construction was properly disposed off and the disturbed areas were re-vegetated.</p>	<p>1</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>There was a clause in the section of technical specifications that required that the contractor handled and disposed of any toxic wastes like oils, greases, and drilling fluids, among others, in a manner approved by the supervisor.</p> <p>However, the environmental assessment done for the projects was not comprehensive to cover all the environmental issues highlighted in this clause.</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Out of the five water supply facilities visited, the assessment team managed to interact with members of four user committees of Geringa, Manibe, Opasio and Aligoji.</p> <p>The user committee of Geringa had 4 women on it, Manibe had 4, Opasio had 5, and Aligoji had 3 all out of 9 committee members.</p> <p>The average percentage of women on the user committees for the four water points was 44% which was less than the minimum recommendation of 50%.</p> <p>All the four user committees had at least one woman in key positions. The vice chairperson for Geringa was went by the name of Bako Jamila and the Treasurer for Aligoji went by the names of Ijoru Betty.</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>Two public sanitation facilities visited. These included;</p> <p>i) The sanitation facilities at the district local government offices</p> <p>ii) The public sanitation facility at Nyai trading center in Abuku sub county</p> <p>All the sanitation facilities visited had separate facilities for both males and females. However, none had provision for people with disabilities.</p>	<p>0</p>