



## Local Government Performance Assessment

Kyegegwa District

(Vote Code: 584)

Assessment	Scores
Accountability Requirements	17%
Crosscutting Performance Measures	65%
Educational Performance Measures	69%
Health Performance Measures	48%
Water Performance Measures	57%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and:               <ul style="list-style-type: none"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<p>There is evidence the LG submitted the Annual Performance Contract on 9th /08/2018 at 02.50 pm according to the data supplied on the PBS at the LG planning unit. The late submission was attributed to system challenges and the upgrading of the PBS which was delayed up to July.</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"> <li>• From MoFPED's inventory of LG budget submissions, check whether:             <ul style="list-style-type: none"> <li>o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant.</li> </ul> </li> </ul>	<p>There was evidence that the LG submitted a Budget for the FY 2018/19 using the PBS dated 9/8/2018 that did not include a procurement plan according to the information on the PBS at the LG planning unit. The procurement plan was submitted on the 17/7/2018 as per letter of CAO dated 13th/7/2018 under Ref CR/105/5. The LG first submitted a draft budget on the 25th /4/2018 at 07.47 and subsequently on the 25/7/2018 which were all unapproved. The LG attributed this to the upgrading process of the PBS which could not attach and generate the procurement plan together with budget as required</p>	No
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Reporting: submission of annual and quarterly budget performance reports

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<p>There was evidence the LG submitted the Annual Performance Report for the previous FY 2017/2018 on 27th /08/2018 according to the PBS record at the planning unit. This delay was attributed to the delays in submission of the performance contract which was a priority to the LG.</p>	No
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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).

From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:

- 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.

There was evidence the LG had made Submissions of all quarterly budget performance reports during FY 2017/2018 using PBS from information seen at the LG Planning unit: the delays in submission of the quarterly report were attributed to MoFPEDs late input of data on conditional grants and PBS being a new system.

Quarter	Date of submission	Reference
Quarter 01	13/12/2017	PBS LG planning unit.
Quarter 02	26/2/2018	PBS LG planning unit.
Quarter 03	8/5/2018	PBS LG planning unit.
Quarter 04	27/8/2018	PBS LG planning unit.

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General’s findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED’s Inventory/record of LG submissions of statements entitled “Actions to Address Internal Auditor General’s findings”,</p> <p>Check:</p> <ul style="list-style-type: none"> <li>• If LG submitted a ‘Response’ (and provide details), then it is compliant</li> <li>• If LG did not submit a ‘response’, then it is non-compliant</li> <li>• If there is a response for all – LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>The LG wrote to the PS/ST on the implementation status of audit recommendations for FY 2016/17.</p> <p>The communication dated 04/04/18 (Ref. CR 206) written by the CAO to the PS/ST contained actions taken on 3 internal audit recommendations of FY 2016/17. The communication was received at MoFPED on 13/04/18.</p> <p>Another communication by the CAO dated 22/03/18 (Ref. CR 206), containing responses on 3 Auditor General recommendations was submitted to the PS/ST on 23/03/18.</p> <p>Both communications were received at MoFPED beyond the mandatory February deadline.</p>	No
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The district had an unqualified audit opinion for its FY 2017/18 financial report.</p>	Yes

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>There was evidence of a functional physical planning committee. The committee had 13 members appointed on assignment of duties on the 16th /8/2016 under ref CR/214/10 with the physical planner as secretary and CAO as chairperson.</p> <p>The physical planning committee had a register opened in FY 2016/2017 for plans. There was no evidence however that plans had been approved within 30 days. This was attributed to budgetary challenges at the LG.</p> <p>Despite the above the physical planning committee considered new investments as per meetings and minutes dated 18th/09/2017 and 27th /12/2017</p>	1
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>There was NO evidence that the LG submitted 4 copies of minutes of the Physical Planning Committee to MoLHUD. However the LG submitted 2 minutes to the MoLHUD as per stamp dates of receipt 6th /11/2017 and 2nd /5/2018.</p>	0

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>The LG did not have a physical development plan. This was attributed to inadequate budget to develop a structural plan for the whole district. However the LG had developed and recommended a structural plan for Mpora Town board which was yet to be approved.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>There was no evidence the LG had detailed plans for the previous FY 2017/18. This was attributed to budgetary challenges.</p>	<p>0</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<p>There was evidence that priorities in the AWP the FY 2018/19 were based on outcomes of the budget conference ;</p> <ul style="list-style-type: none"> <li>- Construction of class room blocks at Kyankunyule P/s and Rwenyange p/s at pg 4 of the budget conference report.</li> <li>- Supply of desks, Tables and chairs to P/S at pg 35 of the annual budget.</li> <li>- Construction of VIP latrines at P/S at pg 34 of the annual budget.</li> <li>- Construction of maternity ward at Kishagazi HC11 at pg 25 of the annual budget.</li> <li>- Construction of a new operating theatre at Kyegegwa HC1V at pg 25 of annual budget.</li> <li>- Completion of the upgrading of Karwenyi HC11 to HC111 at pg 7 of the budget conference report</li> <li>- Construction of a new operating theatre at Kyegegwa HC 1V at pg 25 of the annual budget.</li> <li>- Construction, designs, studies of piped water systems at pg 4 of the budget conference report</li> <li>- Construction of Kazinga water supply at pg 4 of the budget conference report.</li> <li>- Rehabilitation of shallow wells at pg 47 of the annual budget</li> <li>- Drilling bore holes at pg 6 of the budget conference report</li> </ul> <p>There was also evidence that differences had been discussed by the TPC on the 21st /2/2018 under min 06/02/KGWA/TPC 2018 on the presentation of the draft budget.</p> <p>The differences were also attributed to delays in issuing sector guidelines especially under health &amp; education and IPFs.</p>
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.</li> </ul>	<p>There is evidence that the investments sampled (above) in the Annual Work Plan for the current FY 2018/2019 were derived from the approved Five-Year Development Plan. Reference pages 88, 89,84,94,95 in the DDP.</p> <p>Differences had been discussed by TPC meeting dated 21/2/2018 under min 06/02/KGWA/TPC/2018</p> <p>It was also noted that sector guidelines for health and education were received late by the LG.</p>	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>There was no evidence that all project profiles had been developed and submitted to TPC for approval, besides the profiles were in soft copy at the time of assessment.</p> <p>The project profiles developed and presented for assessment did not tally with investment in the AWP although these were as per LG Planning guidelines. A sample of these profiles included;</p> <ul style="list-style-type: none"> <li>Profile under supply of desks appeared for Kakindo P/S instead of Bugogo P/S and Kiburara P/S</li> <li>Profiles under classroom construction appeared for Kyarwehuta P/S instead of Kyankunyule P/S and Rwenyange P/S</li> <li>Construction of VIP latrines appeared for Kyarwehuta P/S and Rutareka P/S instead of Ruteerwa P/S, Nyakatoma P/S, Kako P/S and Kinyinya P/S.</li> </ul>	<p>0</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1.</li> </ul>	<p>There was no evidence of a signed copy of the statistical abstract presented to TPC for approval and use in budgeting although a draft in soft copy had been prepared with disaggregated data at page 6 and pg 8 for statistical abstract 2018/19.</p>	<p>0</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul>	<p>There was evidence that Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the Annual Work Plan and Budget approved by the LG Council reference pages 70, pg 68, pg 64, pg 65, pg 61, pg 75 and pg 76 of the annual performance report and pages references 50, pg, pg 51, pg 58, pg 59, pg 82 and pg 83 of the annual work plan.</p>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul> </li> </ul>	<p>There was evidence that investment projects were completed as per work plan by the end of the FY.</p> <p>From the records in the annual performance report the underlying were completed as planned;</p> <ul style="list-style-type: none"> <li>- Supply of furniture at Kazinga and Kakindo P/S at the planned cost( Pg 68)</li> <li>- Construction of classrooms blocks at the planned costs (pg 64)</li> <li>- Completion of OPD block. Funds were not received (pg 61)</li> <li>- Remodel and expand OPD block at Kyegegwa HC 1V. Funds not received (pg 61)</li> <li>- Construction of 3 stance VIP public latrines at RGCs at (pg 75)</li> <li>- Drilling deep boreholes (pg 75)</li> <li>- Designs of piped water systems (GFS, Boreholes, surface) feasibility studies and tenders (pg 76)</li> </ul>	<p>4</p>

<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>There was evidence the investments in the FY 2017/18 had been completed within - + 15% of the budget.</p> <p>From the annual performance report a review of completed projects in education showed;</p> <ul style="list-style-type: none"> <li>- Supply of furniture to schools at Kazinga P/S and Kakindo P/S had a nil variance.</li> <li>- Construction of class room blocks had had a variance of - 11</li> <li>- Construction of 6 blocks of VIP latrines had a variance -11</li> </ul>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>From the annual report there was no evidence of a Budget and expenditure for O&amp;M for infrastructure in FY 2017/2018.</p> <p>The LG had compiled an assets register and had not costed all its assets nor provided year of acquisition of some assets.</p> <p>There was no maintenance plan as most infrastructures were recorded to be in good condition.</p>	<p>0</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<ul style="list-style-type: none"> <li>• Not all HoDs positions are substantially filled for example</li> <li>• The district engineer is still in acting capacity.</li> <li>• Those that are substantive are; CFO DSC MIN 46/2017, DEO DSC MIN 257/2010, DHO DSC MIN 48/2010, PLANNER DSC 129(II)/2012, DPMO DSC MIN 127(I)/2012, DCAO MIN 41/17, DCDO DSC MIN 128/2012, DNRO DSC MIN 55/2017, DCO DSC MIN 52/2017. Which is 99%</li> <li>• Reference was made to the approved structure of KYEGEGWA DLG. Ref ARC/135/306/01.</li> </ul>	<p>0</p>
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• All heads of department were appraised. Reports were available</li> <li>• CFO BUHANGA JOSEPH ON 27/07/2018</li> <li>• DPMO PERPETUA NAKACHA ON 28/8/18</li> <li>• DHO DR BALINDA JULIUS ON 28/8/2018</li> <li>• DNRO MARGERET AHARIKUNDIRA ON 24/8/2018</li> <li>• AG DE ON 29/06/2018</li> <li>• DEO ASSIMWE STEPHEN DOUGLAS ON 14/8/2018</li> <li>• DCO KASAIJA KALYA EZRA ON 5/7/2018</li> </ul>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• All staff submitted for recruitment were considered as per the evidence below;</li> <li>• CAO's submissions Ref CR/156/3 DATED 12/01/2018</li> <li>• CAO's submissions Ref CR/156/3 DATED 1/7/2017</li> <li>• CAO's Submissions REF EDUC 213 DATED 1/07/2017</li> <li>• CAO's submissions Ref CR/TC/212/2 DATED 1/02/2018</li> <li>• Minutes of the DSC held on 23rd Nov 2017</li> <li>• Minutes of the DSC held on 6th march 2018</li> </ul>	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<ul style="list-style-type: none"> <li>• All staff submitted for confirmation were considered as per the evidence below;</li> <li>• Minutes of the 19th DSC meeting held on 16/10/2017</li> <li>• CAO's SUB CR/28/09/2017</li> <li>• DSC MIN NO 27/2017</li> <li>• CAO's SUB CR/25/10/2016</li> <li>• DSC MIN 29/2017</li> <li>• Minutes of the 22nd DSC meeting held on 6th march 2018</li> <li>• DSC MIN No 09/2018</li> <li>• DSC MIN No 16/2018</li> </ul>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<ul style="list-style-type: none"> <li>• All staff submitted for disciplinary actions were considered as the evidence below indicates;</li> <li>• Minutes of the 20th DSC held on 23rd Nov 2017</li> <li>• Minutes of the 1st DSC for kyegegwa DSC held on Tuesday 19th September 2017</li> <li>• Minutes of the 22nd DSC for Kyegegwa DSC held on 6th march 2018</li> </ul>	<p>1</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<ul style="list-style-type: none"> <li>The staffs that were recruited were on the pay roll in one month. Recruitment was done for commencement of duty in January 2018 and all were on the payroll by February.</li> </ul>	3
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<p>The district had 4 staff that retired and only two accessed the pension payroll in two months. Which was 50%.</p> <p>The two who accessed the pensions payroll were KABANYEMA MIZETA (IPPS NO 412776) who retired on the 20th June 2018 and accessed in August 2018 and KUHIZHA CHARLES (IPPS NO 412241 who retired on the 21st February 2018 and accessed the pensions payroll in April 2018.</p> <p>The other two who did not access the pensions payroll within two months were MBABAZI MARY (IPPS NO 856434 who retired on the 2nd January 2018 and only accessed the pensions payroll in June 2018 and BULIKARARA JOSEPH (IPPS NO 412626) who retired on the 10th October 2017 and accessed the pensions payroll in 2018.</p>	0
Revenue Mobilization			

<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>•• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>• If the increase is from 5% -10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>Kyegegwa DLG local revenue performance for FY 2016/17 was Shs 245,298,912. Performance for FY 2017/18 was Shs 224,425,185. The local revenue income for both years was net and did not contain any one offs such as from sale of LG assets. The decrease in revenue performance was Shs 20,873,727, which was 8.5%.</p> <p>The main cause of this reduction in revenue performance was the creation of 2 Town Councils which are autonomous, self-accounting entities, thus loss of revenue for the district. The other cause was the closure of markets due to foot and mouth disease, thus loss of revenue.</p>	0
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<p>Kyegegwa DLG local revenue original budget for FY 2017/18 was Shs 242,000,000. Local revenue realised for the same year 2017/18 was Shs 224,425,185. The difference was Shs 17,574,815, which was 7.2% below the budgeted amount.</p> <p>This was within the +/-10% range.</p>	2
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>According to Kyegegwa DLG Trial Balance for FY 2017/18, Shs 48,620,409 was collected for Local Service Tax. This included LST remittances from S/Cs to the district. Actual remittances to S/Cs for F/Y 2017/18 were two, and they totalled Shs 20,493,569. They were:</p> <p>Remittance of Shs 11,237,890 to nine (09) sub-counties with respect to 65% LST. Payment made on 04/12/17 (Ref. CR/106/3).</p> <p>Remittance of Shs 11,237,890 to nine (09) sub-counties with respect to 65% LST. Payment made on 04/12/17 (Ref. CR/106/3).</p>	2



<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>	<p>Much of Kyegegwa DLG Council expenditures for FY 2017/18 were budgeted under non-wage recurrent.</p> <p>For this year, Shs 12,100,400 was spent on Council out of local revenue, itemised as follows:</p> <p>Travel Inland Shs 10,500,400</p> <p>Stationery Shs 1,600,000.</p> <p>Compared to FY 2016/17 OSR of Shs 245,298,912 the proportion was 4.9%, which was well below the 20% limit.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<ul style="list-style-type: none"> <li>- There WAS Evidence that Kyegegwa DLG had the position of a Senior Procurement Officer substantively filled under DSC Min. No. 48/2017, Appointment Letter Dated 18/December/2017 and Referenced CR/D/10854.</li> <li>- There WAS Evidence that Kyegegwa DLG had the position of Procurement Officer substantively filled under DSC Min. No. 37/2018.</li> </ul>	<p>2</p>

The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2017/2018 FY) as exemplified by the following projects:

- Construction of 2 Classrooms plus Fixing of Lightening Arrester, Supply of Classroom Furniture [36 Desks, 2 Chairs and 2 Tables for Teachers], a 5000 Liter Plastic Water Tank at KYARWEHUUTA P/S in Kakabara Sub county under SFG (Kyeg/584/WRKS/2017-2018/00005). TEC Min Date: 07-08/August/2017.
- Third Phase Construction of KAZINGA Water Supply System under Rural Water Conditional Grant (Kyeg/584/WRKS/2017-2018/00001). TEC Min Date: 07-08/August/2017.
- Construction of 2 Classrooms and a 5 Stance VIP Latrine plus Fixing of Lightening Arrester, Supply of Classroom Furniture [36 Desks, 2 Chairs and 2 Tables for Teachers], a 5000 Liter Plastic Water Tank at RUTARAKA P/S in Rwentuuha Sub county under SFG (Kyeg/584/WRKS/2017-2018/00004). TEC Min Date: 07-08/August/2017.
- Construction of a 5 Stance VIP Latrine at KIBUYE P/S in Kyegegwa Sub county and KABBANI P/S in Ruyonza Sub county under SFG (Kyeg/584/WRKS/2017-2018/00007). TEC Min Date: 07-08/August/2017.
- Construction of a 5 Stance VIP Latrine at KASULE P/S in Kasule Sub county and KITALEESA P/S in Hapuuyo Sub county under SFG (Kyeg/584/WRKS/2017-2018/00006). TEC Min Date: 07-08/August/2017.

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	<p>There WAS Evidence that Kyegegwa District Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the following projects:</p> <ul style="list-style-type: none"> <li>- Construction of 2 Classrooms plus Fixing of Lightening Arrester, Supply of Classroom Furniture [36 Desks, 2 Chairs and 2 Tables for Teachers] and a 5000 Liter Plastic Water Tank at KYARWEHUUTA P/S in Kakabara Sub county under SFG (Kyeg/584/WRKS/2017-2018/00005). DCC Min Date: 14/August/2017 Referenced Min. Kyeg/46/08/2017-2018.</li> <li>- Third Phase Construction of KAZINGA Water Supply System under Rural Water Conditional Grant (Kyeg/584/WRKS/2017-2018/00001). DCC Min Date: 14/August/2017 Referenced Min. Kyeg/42/08/2017-2018.</li> <li>- Construction of 2 Classrooms and a 5 Stance VIP Latrine plus Fixing of Lightening Arrester, Supply of Classroom Furniture [36 Desks, 2 Chairs and 2 Tables for Teachers] and a 5000 Liter Plastic Water Tank at RUTARAKA P/S in Rwentuuha Sub county under SFG (Kyeg/584/WRKS/2017-2018/00004). DCC Min Date: 14/August/2017 Referenced Min. Kyeg/45/08/2017-2018.</li> <li>- Construction of a 5 Stance VIP Latrine at KIBUYE P/S in Kyegegwa Sub county and KABBANI P/S in Ruyonza Sub county under SFG (Kyeg/584/WRKS/2017-2018/00007). DCC Min Date: 14/August/2017 Referenced Min. Kyeg/48/08/2017-2018.</li> <li>- Construction of a 5 Stance VIP Latrine at KASULE P/S in Kasule Sub county and KITALEESA P/S in Hapuuyo Sub county under SFG (Kyeg/584/WRKS/2017-2018/00006). DCC Min Date: 14/August/2017 Referenced Min. Kyeg/47/08/2017-2018.</li> </ul>	<p>1</p>
<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement</li> </ul>	<p>(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2018/2019 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements that were indicated both in the Procurement Plan and in the approved annual work plan and budget for the current FY (2018/2019 FY):</p> <ul style="list-style-type: none"> <li>- Rehabilitation of Boreholes under RWCG (KYEG/584/WRKS/2018-2019/00017). (Page 47 – Kyegegwa DLG Annual Budget Estimates for FY 2018/2019; Approved by Kyegegwa DLG Council on 25/May/2018, Min. 05/05/2017-2018, Signed by CAO on 25/May/2018, Signed by District Chairperson; Vote 584, Output 098183 Borehole Drilling and Rehabilitation, 312101 Non-Residential Buildings AND was also indicated as No. 205 in Kyegegwa DLG The District</li> </ul>	<p>2</p>

plan) for  
the previous FY:  
score 2

Procurement and Disposal Plan for FY 2018/2019, Submission Letter Dated 13/July/2018 and Referenced CR/105/5, Signed by CAO, Received by MoFPED on 17/July/2018, Received by PPDA on 17/July/2018, Received by MoLG on 17/July/2018: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

- Construction of 2 Classrooms and a 5 Stance VIP Latrine plus Fixing of Lightening Arrester, Supply of Classroom Furniture [36 Desks, 2 Chairs and 2 Tables for Teachers] and a 5000 Liter Plastic Water Tank at NYAMWEGABIRA P/S in Kyegegwa Town Council under SFG (KYEG/584/WRKS/2018-2019/00022). (Page 36 – Kyegegwa DLG Annual Budget Estimates for FY 2018/2019; Approved by Kyegegwa DLG Council on 25/May/2018, Min. 05/05/2017-2018, Signed by CAO on 25/May/2018, Signed by District Chairperson; Vote 584, Output 078180 Classroom Construction and Rehabilitation, 312101 Non-Residential Buildings AND was also indicated as No. 178 in Kyegegwa DLG The District Procurement and Disposal Plan for FY 2018/2019, Submission Letter Dated 13/July/2018 and Referenced CR/105/5, Signed by CAO, Received by MoFPED on 17/July/2018, Received by PPDA on 17/July/2018, Received by MoLG on 17/July/2018: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

- Rehabilitation of Shallow Wells under RWCG (KYEG/584/WRKS/2018-2019/00015). (Page 47 – Kyegegwa DLG Annual Budget Estimates for FY 2018/2019; Approved by Kyegegwa DLG Council on 25/May/2018, Min. 05/05/2017-2018, Signed by CAO on 25/May/2018, Signed by District Chairperson; Vote 584, Output 098182 Shallow Well Construction, 312101 Non-Residential Buildings AND was also indicated as No. 206 in Kyegegwa DLG The District Procurement and Disposal Plan for FY 2018/2019, Submission Letter Dated 13/July/2018 and Referenced CR/105/5, Signed by CAO, Received by MoFPED on 17/July/2018, Received by PPDA on 17/July/2018, Received by MoLG on 17/July/2018: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

- Drilling and Installation of Seven (7) Hand Pumped Boreholes and Two (2) Production Boreholes all in Kyegegwa District under RWCG (KYEG/584/WRKS/2018-2019/00018). (Page 47 – Kyegegwa DLG Annual Budget Estimates for FY 2018/2019; Approved by Kyegegwa DLG Council on 25/May/2018, Min. 05/05/2017-2018, Signed by CAO on 25/May/2018, Signed by District Chairperson; Vote 584, Output 098183 Borehole Drilling and Rehabilitation, 312101 Non-Residential Buildings AND was also indicated as No. 203 in Kyegegwa DLG The District Procurement and Disposal Plan for FY 2018/2019, Submission Letter Dated 13/July/2018 and Referenced CR/105/5, Signed by CAO, Received by MoFPED on 17/July/2018, Received by PPDA on

17/July/2018, Received by MoLG on 17/July/2018: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

- Construction of Teachers' House (8 Rooms) and a 2 Stance Latrine plus Fixing of Lightening Arrester, Supply of a 5000 Liter Capacity Plastic Water Tank at MAGOMA P/S in Kigambo Sub county under SFG (KYEG/584/WRKS/2018-2019/00052). (Page 37 – Kyegegwa DLG Annual Budget Estimates for FY 2018/2019; Approved by Kyegegwa DLG Council on 25/May/2018, Min. 05/05/2017-2018, Signed by CAO on 25/May/2018, Signed by District Chairperson; Vote 584, Output 078182 Teacher House Construction and Rehabilitation, 312102 Residential Buildings AND was also indicated as No. 179 in Kyegegwa DLG The District Procurement and Disposal Plan for FY 2018/2019, Submission Letter Dated 13/July/2018 and Referenced CR/105/5, Signed by CAO, Received by MoFPED on 17/July/2018, Received by PPDA on 17/July/2018, Received by MoLG on 17/July/2018: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

- Construction of 3 Stance VIP-Latrine at KIHOMPORO Trading Centre in Hapuuyo Sub-county under RWCG (KYEG/584/WRKS/2018-2019/00025). (Page 47 – Kyegegwa DLG Annual Budget Estimates for FY 2018/2019; Approved by Kyegegwa DLG Council on 25/May/2018, Min. 05/05/2017-2018, Signed by CAO on 25/May/2018, Signed by District Chairperson; Vote 584, Output 098180 Construction of Public Latrines in RGCs, 312101 Non-Residential Buildings AND was also indicated as No. 202 in Kyegegwa DLG The District Procurement and Disposal Plan for FY 2018/2019, Submission Letter Dated 13/July/2018 and Referenced CR/105/5, Signed by CAO, Received by MoFPED on 17/July/2018, Received by PPDA on 17/July/2018, Received by MoLG on 17/July/2018: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

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

- Construction of 2 Classrooms plus Fixing of Lightening Arrester, Supply of Classroom Furniture [36 Desks, 2 Chairs and 2 Tables for Teachers], a 5000 Liter Plastic Water Tank at KYARWEHUUTA P/S in Kakabara Sub county under SFG (Kyegegwa/584/WRKS/2017-2018/00005). (Page 56 – Kyegegwa DLG Revised Annual Budget Estimates for FY 2017/2018; Approved by Kyegegwa DLG Council on 25/May/2018, Min. KGDC: 09/05/2017-2018: Approval of the Supplementary Budget Estimates No. 4 and Revised Budget FY 2017/2018,

Signed by CAO on 25/May/2018, Signed by District Chairperson on 25/May/2018; 06 Education, 6 Other Conditional Grant, Code 03 Classroom Construction and Supply of Classroom Furniture AND was also indicated as No. 29 in Kyegegwa DLG Consolidated Procurement and Disposal Plan for FY 2017/2018, Submission Letter Dated 29/June/2017 and Referenced CR/158/5, Signed by Acting CAO on 29/June/2017, Received by MoFPED on 07/July/2017, Received by PPDA on 07/July/2017: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

- Third Phase Construction of KAZINGA Water Supply System under Rural Water Conditional Grant (Kyegegwa/584/WRKS/2017-2018/00001). (Page 62 – Kyegegwa DLG Revised Annual Budget Estimates for FY 2017/2018; Approved by Kyegegwa DLG Council on 25/May/2018, Min. KGDC: 09/05/2017-2018: Approval of the Supplementary Budget Estimates No. 4 and Revised Budget FY 2017/2018, Signed by CAO on 25/May/2018, Signed by District Chairperson on 25/May/2018; 228005 Water Structures/Piped Water Supply System (Kazinga) AND was also indicated as No. 49 in Kyegegwa DLG Consolidated Procurement and Disposal Plan for FY 2017/2018, Submission Letter Dated 29/June/2017 and Referenced CR/158/5, Signed by Acting CAO on 29/June/2017, Received by MoFPED on 07/July/2017, Received by PPDA on 07/July/2017: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

- Construction of 2 Classrooms and a 5 Stance VIP Latrine plus Fixing of Lightening Arrester, Supply of Classroom Furniture [36 Desks, 2 Chairs and 2 Tables for Teachers], a 5000 Liter Plastic Water Tank at RUTARAKA P/S in Rwentuuha Sub county under SFG (Kyegegwa/584/WRKS/2017-2018/00004). (Page 56 – Kyegegwa DLG Revised Annual Budget Estimates for FY 2017/2018; Approved by Kyegegwa DLG Council on 25/May/2018, Min. KGDC: 09/05/2017-2018: Approval of the Supplementary Budget Estimates No. 4 and Revised Budget FY 2017/2018, Signed by CAO on 25/May/2018, Signed by District Chairperson on 25/May/2018; 06 Education, 6 Other Conditional Grant, Code 03 Classroom Construction and Supply of Classroom Furniture AND was also indicated as No. 30 in Kyegegwa DLG Consolidated Procurement and Disposal Plan for FY 2017/2018, Submission Letter Dated 29/June/2017 and Referenced CR/158/5, Signed by Acting CAO on 29/June/2017, Received by MoFPED on 07/July/2017, Received by PPDA on 07/July/2017: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

- Construction of a 5 Stance VIP Latrine at KYANKUNYULE P/S in Kakabara Sub county, ST ADOLF NGANGI P/S in Rwentuuha Sub county and SOOBA P/S in Rwentuuha Sub county under DDEG (Kyegegwa/584/WRKS/2017-2018/00009). (Page 56 – Kyegegwa DLG Revised Annual Budget Estimates

for FY 2017/2018; Approved by Kyegegwa DLG Council on 25/May/2018, Min. KGDC: 09/05/2017-2018: Approval of the Supplementary Budget Estimates No. 4 and Revised Budget FY 2017/2018, Signed by CAO on 25/May/2018, Signed by District Chairperson on 25/May/2018; DDEG, Completion of VIP Latrine/Retention AND was also indicated as No. 34 in Kyegegwa DLG Consolidated Procurement and Disposal Plan for FY 2017/2018, Submission Letter Dated 29/June/2017 and Referenced CR/158/5, Signed by Acting CAO on 29/June/2017, Received by MoFPED on 07/July/2017, Received by PPDA on 07/July/2017: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

- Completion of a Maternity Ward at Kyegegwa Health Centre IV under DDEG (KyeG/584/WRKS/2017-2018/00003). (Page 46 – Kyegegwa DLG Revised Annual Budget Estimates for FY 2017/2018; Approved by Kyegegwa DLG Council on 25/May/2018, Min. KGDC: 09/05/2017-2018: Approval of the Supplementary Budget Estimates No. 4 and Revised Budget FY 2017/2018, Signed by CAO on 25/May/2018, Signed by District Chairperson on 25/May/2018; 312101, Completion of Maternity Ward at Kyegegwa Health Centre IV AND was also indicated as No. 39 in Kyegegwa DLG Consolidated Procurement and Disposal Plan for FY 2017/2018, Submission Letter Dated 29/June/2017 and Referenced CR/158/5, Signed by Acting CAO on 29/June/2017, Received by MoFPED on 07/July/2017, Received by PPDA on 07/July/2017: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

- Drilling and Installation of 9 Hand Pump Boreholes in Sub counties under Rural Water Conditional Grant (KyeG/584/WRKS/2017-2018/00002). (Page 61 – Kyegegwa DLG Revised Annual Budget Estimates for FY 2017/2018; Approved by Kyegegwa DLG Council on 25/May/2018, Min. KGDC: 09/05/2017-2018: Approval of the Supplementary Budget Estimates No. 4 and Revised Budget FY 2017/2018, Signed by CAO on 25/May/2018, Signed by District Chairperson on 25/May/2018; 228002 Water Structures, Deep Boreholes/Hand Pump AND was also indicated as No. 48 in Kyegegwa DLG Consolidated Procurement and Disposal Plan for FY 2017/2018, Submission Letter Dated 29/June/2017 and Referenced CR/158/5, Signed by Acting CAO on 29/June/2017, Received by MoFPED on 07/July/2017, Received by PPDA on 07/July/2017: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).

- Construction of One (1) Block of 3-Stance Lined Latrine at KASULE Trading Centre in Kasule Sub-county under Rural Water Conditional Grant (KyeG/584/WRKS/2017-2018/00012). (Page 60 – Kyegegwa DLG Revised Annual Budget Estimates for FY 2017/2018; Approved by Kyegegwa DLG Council on 25/May/2018, Min. KGDC: 09/05/2017-2018: Approval of the Supplementary Budget Estimates No. 4 and

		<p>Revised Budget FY 2017/2018, Signed by CAO on 25/May/2018, Signed by District Chairperson on 25/May/2018; 228001 Water and Sanitation Structures (VIP Latrines) AND was also indicated as No. 47 in Kyegegwa DLG Consolidated Procurement and Disposal Plan for FY 2017/2018, Submission Letter Dated 29/June/2017 and Referenced CR/158/5, Signed by Acting CAO on 29/June/2017, Received by MoFPED on 07/July/2017, Received by PPDA on 07/July/2017: Procurement Plan for Goods, Works and Non-Consultancy Services for Submission to Treasury, PPDA and Publication).</p>	
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2</li> </ul>	<p>For current FY (2018/2019), there WAS Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. ACTUAL Bid Preparation Dates were NOT available. The Assessor made a calculation based on the respective Dates of Approval and the respective Dates of Issue of Individual Bid Documents and found that 100% of Bid Documents for 2018/2019 FY were Approved and Issued BEFORE August 30, 2018. The Calculation made by the Assessor was based on the following Projects and the respective Dates on which the Projects Bid Documents were approved by Kyegegwa DLG Contracts Committee and the respective Dates on which the Projects Bid Documents were issued by PDU:</p> <ul style="list-style-type: none"> <li>- Rehabilitation of Boreholes under RWCG (KYEG/584/WRKS/2018-2019/00017). Date of Approval of Bid Document by Kyegegwa DLG Contracts Committee: 08/August/2018; Min Kyeg. 20/8/2018-2019; Meeting Reference No: 03/8/2018-2019. Date of Issue of Bid Document by PDU: 10/August/2018 (as per Bid Notice Advert in New Vision Newspaper of 10/August/2018).</li> <li>- Construction of 2 Classrooms and a 5 Stance VIP Latrine plus Fixing of Lightening Arrester, Supply of Classroom Furniture [36 Desks, 2 Chairs and 2 Tables for Teachers] and a 5000 Liter Plastic Water Tank at NYAMWEGABIRA P/S in Kyegegwa Town Council under SFG (KYEG/584/WRKS/2018-2019/00022). Date of Approval of Bid Document by Kyegegwa DLG Contracts Committee: 08/August/2018; Min Kyeg. 16/8/2018-2019; Meeting Reference No: 03/8/2018-2019. Date of Issue of Bid Document by PDU: 10/August/2018 (as per Bid Notice Advert in New Vision Newspaper of 10/August/2018).</li> <li>- Rehabilitation of Shallow Wells under RWCG (KYEG/584/WRKS/2018-2019/00015). Date of Approval of Bid Document by Kyegegwa DLG Contracts Committee: 08/August/2018; Min Kyeg. 21/8/2018-2019; Meeting Reference No: 03/8/2018-2019. Date of Issue of Bid Document by PDU: 10/August/2018 (as per Bid Notice Advert in New Vision Newspaper of 10/August/2018).</li> </ul>	<p>2</p>



- Drilling and Installation of Seven (7) Hand Pumped Boreholes and Two (2) Production Boreholes all in Kyegegwa District under RWCG (KYEG/584/WRKS/2018-2019/00018). Date of Approval of Bid Document by Kyegegwa DLG Contracts Committee: 08/August/2018; Min Kyeg. 18/8/2018-2019; Meeting Reference No: 03/8/2018-2019. Date of Issue of Bid Document by PDU: 10/August/2018 (as per Bid Notice Advert in New Vision Newspaper of 10/August/2018).

- Construction of Teachers' House (8 Rooms) and a 2 Stance Latrine plus Fixing of Lightening Arrester, Supply of a 5000 Liter Capacity Plastic Water Tank at MAGOMA P/S in Kigambo Sub county under SFG (KYEG/584/WRKS/2018-2019/00052). Date of Approval of Bid Document by Kyegegwa DLG Contracts Committee: 08/August/2018; Min Kyeg. 11/8/2018-2019; Meeting Reference No: 03/8/2018-2019. Date of Issue of Bid Document by PDU: 10/August/2018 (as per Bid Notice Advert in New Vision Newspaper of 10/August/2018).

- Construction of 3 Stance VIP-Latrine at KIHOMPORO Trading Centre in Hapuuyo Sub-county under RWCG (KYEG/584/WRKS/2018-2019/00025). Date of Approval of Bid Document by Kyegegwa DLG Contracts Committee: 08/August/2018; Min Kyeg. 22/8/2018-2019; Meeting Reference No: 03/8/2018-2019. Date of Issue of Bid Document by PDU: 10/August/2018 (as per Bid Notice Advert in New Vision Newspaper of 10/August/2018).

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

Maximum 6 points on this performance measure.

• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements:  
score 2

For previous FY (2017/2018 FY), there WAS Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements as exemplified by the following:

- An Updated Contracts Register was seen by the Assessor at Kyegegwa DLG PDU with a Starting/Opening Procurement Entry Titled 'Construction of 2 Blocks of 5 Stance VIP Latrines at MAGOMA P/S and KATATURWA P/S in Kigambo Sub-county under SFG' Referenced 'KYEG/584/WRKS/2017-2018/00008', Estimated Cost: 26,000,000 UGX, Actual Cost: 28,494,894 UGX, Opening Domestic Bidding, Contractor: M/s Mudax Construction and General Supplies and an Ending/Closing Procurement Entry Titled 'Supply of a Laptop and Carry Bag to Finance Department under DDEG' Referenced 'KYEG/584/SUPLS/2017-2018/00009', Estimated Cost: 3,200,000 UGX, Actual Cost: 3,070,000 UGX, Open Domestic Bidding, Contractor: M/s Computech Systems Solutions Limited.

- Referenced and Completed Procurement Activity Files for all procurements were seen by the Assessor at the PDU.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>	<p>For previous FY (2017/2018 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:</p> <ul style="list-style-type: none"> <li>- Construction of 2 Classrooms plus Fixing of Lightening Arrester, Supply of Classroom Furniture [36 Desks, 2 Chairs and 2 Tables for Teachers], a 5000 Liter Plastic Water Tank at KYARWEHUUTA P/S in Kakabara Sub county under SFG (Kyeg/584/WRKS/2017-2018/00005). Contract Amount: 71, 000, 000 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 10/July/2017, New Vision Newspaper, Page 42.</li> <li>- Third Phase Construction of KAZINGA Water Supply System under Rural Water Conditional Grant (Kyeg/584/WRKS/2017-2018/00001). Contract Amount: 180, 625, 534 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 10/July/2017, New Vision Newspaper, Page 42.</li> <li>- Construction of 2 Classrooms and a 5 Stance VIP Latrine plus Fixing of Lightening Arrester, Supply of Classroom Furniture [36 Desks, 2 Chairs and 2 Tables for Teachers], a 5000 Liter Plastic Water Tank at RUTARAKA P/S in Rwentuuha Sub county under SFG (Kyeg/584/WRKS/2017-2018/00004). Contract Amount: 87, 854, 021 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 10/July/2017, New Vision Newspaper, Page 42.</li> <li>- Construction of a 5 Stance VIP Latrine at KIBUYE P/S in Kyegegwa Sub county and KABBANI P/S in Ruyonza Sub county under SFG (Kyeg/584/WRKS/2017-2018/00007). Contract Amount: 25, 813, 573 UGX. Verified Procurement Method: Selective - Bidding. Lot B: Restricted to Prequalified Firms only, Date of Invitation to Bid: 10/July/2017, New Vision Newspaper, Page 42.</li> <li>- Construction of a 5 Stance VIP Latrine at KASULE P/S in Kasule Sub county and KITALEESA P/S in Hapuuoyo Sub county under SFG (Kyeg/584/WRKS/2017-2018/00006). Contract Amount: 25, 313, 115 UGX. Verified Procurement Method: Selective - Bidding. Lot B: Restricted to Prequalified Firms only, Date of Invitation to Bid: 10/July/2017, New Vision Newspaper, Page 42.</li> </ul>	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p>	<ul style="list-style-type: none"> <li>• Evidence that all works projects implemented in the previous FY were appropriately certified – interim</li> </ul>	<p>There WAS Evidence that all works projects implemented in the previous FY (2017/2018 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision as exemplified by the following projects:</p> <ul style="list-style-type: none"> <li>- Construction of 2 Classroom Block with 5,000 Liter Water</li> </ul>	<p>2</p>

Maximum 4 points on this performance measure	and completion certificates for all projects based on technical supervision: score 2	<p>Tank and Supply of Furniture. Form 8; Certificate of Works for Civil Works/Furniture, Certificate No. 02; Date of Issue: 28/12/2017; Valuation Date: 28/12/2017; Certified by Assistant Engineering Officer (MoES) on 28/12/2017; Signed by District Engineer, Chief Internal Auditor, District Education Officer; Signed by CAO on 02/February/2018.</p> <p>- Construction of 2 Blocks of 5 Stance VIP Latrines at KASULE and KITALEESA Primary Schools. Form 8; Certificate of Works for Civil Works/Furniture, Certificate No. 01; Date of Issue: 07/December/2017; Valuation Date: 04/December/2017; Certified by Assistant Engineering Officer (MoES); Signed by District Engineer, District Education Officer; Signed by Principal Internal Auditor on 08/December/2017; Signed by CAO on 13/December/2017.</p> <p>- Construction of 2 Blocks of 5 Stance VIP Latrines at KAKONI and NYAKASAKA Primary Schools. Form 8; Certificate of Works for Civil Works/Furniture, Certificate No. 01; Date of Issue: 07/December/2017; Valuation Date: 04/December/2017; Certified by Engineering Assistant (MoES); Signed by District Engineer, District Education Officer; Signed by Principal Internal Auditor.</p> <p>- Construction of 2 Classroom Block with 5,000 Liter Rainwater Tank and 5 Stance Latrine Block and Supply of Furniture at RUTARAKA P/S in Rwentuuha Sub-county. Form 8; Certificate of Works for Civil Works/Furniture, Certificate No. 02; Date of Issue: 18/December/2017; Valuation Date: 15/December/2017; Certified by Engineering Assistant (MoES) on 19/December/2017; Signed by District Engineer on 18/December/2017; Signed by District Education Officer on 20/December/2017; Signed by Principal Internal Auditor on 20/December/2017; Signed by CAO on 19/February/2018.</p> <p>- Construction of 5 Stance Latrine at KAZINGA P/S. Form 8; Certificate of Works for Civil Works/Furniture, Certificate No. 02; Date of Issue: 08/February/2018; Valuation Date: 07/February/2018; Certified by Engineering Assistant (MoES) on 08/February/2018; Signed by District Engineer on 08/February/2018; Signed by District Education Officer on 19/February/2018; Signed by Principal Internal Auditor on 19/February/2018; Signed by CAO on 05/March/2018.</p> <p>- Construction of 2 5-Stance Latrines at KATATURWA and MAGOMA Primary Schools. Form 8; Certificate of Works for Civil Works/Furniture, Certificate No. 01; Date of Issue: 21/November/2017; Valuation Date: 17/November/2017; Certified by Engineering Assistant (MoES) on 21/November/2017; Signed by District Engineer; Signed by District Education Officer on 22/November/2017; Signed by Principal Internal Auditor on 22/November/2017; Signed by CAO on 23/November/2017.</p> <p>- Construction of 2 5-Stance Latrines at KATATURWA and MAGOMA Primary Schools. Form 8; Certificate of Works for Civil Works/Furniture, Certificate No. 02; Date of Issue: 16/January/2018; Valuation Date: 15/January/2018; Certified</p>
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		by Engineering Assistant (MoES) on 01/January/2018; Signed by District Engineer on 10/January/2018; Signed by District Education Officer on 29/January/2018; Signed by Principal Internal Auditor on 22/January/2018; Signed by CAO on 13/February/2018.	
The LG has certified and provided detailed project information on all investments  Maximum 4 points on this performance measure	<ul style="list-style-type: none"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	There was NO Evidence that all works projects for the current FY (2018/2019 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration since NOT even a single works project for the current FY (2018/2019 FY) had commenced construction by the time the Assessor visited the LG.	0
Financial management			
The LG makes monthly and up to-date bank reconciliations  Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<p>Kyegegwa DLG is not yet on IFMIS and currently operates 22 bank accounts.</p> <p>As on the day of the assessment on 17/09/18 all the bank accounts were reconciled to the end of the year ended 30/06/2018.</p> <p>The reconciliations were also reconciled up to date to 31/08/2018.</p>	4

<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If the LG makes timely payment of suppliers during the previous FY</li> <li>– no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	<p>Kyegegwa DLG payments reviewed show that there were instances where the district paid its suppliers beyond the 2 months limit. Terms and conditions of the LG's contracts with the different suppliers of goods and services duly considered.</p> <p>Examples of the payments reviewed are:</p> <p>Payment of Shs 500,000 to Mogas (U) Ltd for supply of fuel. Invoicing 26/06/18 and payment 28/06/18 (3 days).</p> <p>Payment of Shs 5,500,000 to Kyeg.Kom Consults and Contractors for supply of Stationery. Invoicing 15/05/18 and payment 17/05/18 (2 days).</p> <p>Payment of Shs 1,280,000 to New World Computers for repair of a computer and printer. Invoicing 23/04/18 and payment 09/05/18 (16 days)</p> <p>Payment of Shs 650,000 to Computech Systems Solutions Ltd for Servicing and maintenance of a photocopier. Invoicing 23/05/18 and payment 22/06/18 (29 days).</p> <p>Payment of Shs 3,800,000 to Kyeg.Kom Consults and Contractors for supply of staff IDs. Invoicing 14/06/18 and payment 22/06/18 (8 days).</p> <p>Payment of Shs 3,600,000 to Rose &amp; J.K Company Ltd for office cleaning and compound maintenance (Administration Department). Invoicing 30/04/18 and payment 17/05/18 (17 days).</p> <p>Payment of Shs 2,820,000 to New Vision Printing and Publishing for staff adverts (Boards and Commissions). Invoicing 10/10/17 and payment 30/03/18 (5 months 20 days).</p> <p>Payment of Shs 2,200,000 to New Vision Printing and Publishing for prequalification adverts (Boards and Commissions). Invoicing 29/05/18 and payment 16/07/18 (1months 17 days).</p>	<p>0</p>
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<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>• Kyegegwa DLG Internal Audit department is headed by Rwabataizibwa Vincent in substantive capacity. Per his appointment letter dated 01/09/2010 (Ref. CR/156/6), he is a Principal Internal Auditor, as per DSC Minute No. 189/2010.</li> </ul>	<p>1</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>• The LG produced all the internal audit reports for the 4 quarters of FY 2017/18. Quarter 1 report is dated 12/01/18, quarter 2 dated 01/02/18, quarter 3 dated 02/05/18 and quarter 4 dated 06/08/18 (All Ref. AUD/250/3).</li> </ul>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>Kyegegwa DLG internal audit reports did contain a tracker of action on previous unresolved audit recommendations.</p> <p>For FY 2017/18, the reports were submitted to the CAO, Chairperson, Speaker, RDC, Heads of Department, Auditor General Fort Portal and LGPAC. The four quarterly reports for FY 2017/18 were submitted to the above on the following dates: Quarter 1 on 12/01/18, Quarter 2 on 22/02/18, Quarter 3 on 06/07/18 and Quarter 4 on 07/09/18.</p>	<p>2</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>For FY 2017/18, the reports were submitted to the CAO, Chairperson, Speaker, RDC, Heads of Department, Auditor General Fort Portal and LGPAC. The four quarterly reports for FY 2017/18 were submitted to the above on the following dates: Quarter 1 on 12/01/18, Quarter 2 on 22/02/18, Quarter 3 on 06/07/18 and Quarter 4 on 07/09/18.</p> <p>LGPAC minutes show that the PAC meeting which sat on 18/04/18 discussed Quarter 1 internal audit reports for FY 2017/18 (Min: PAC 06/06/2018). Council minutes equally show that the meeting which sat on 13/03/18 discussed Q2 Internal Audit for FY 2016/17.</p>	<p>1</p>
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<p>The district has a manual assets register, but it is not formatted as required by the accounting manual. It also lacks most of the district assets such as land, buildings, vehicles etc., not to mention that the values of most of the assets are missing.</p> <p>The LG needs to have the assets valued and the register updated, even if this means using the going market rates for values. Some of the information can also be obtained from the mother district of Fortportal.</p>	<p>0</p>
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<p>The district had an unqualified audit opinion for its FY 2017/18 financial report.</p>	<p>4</p>

Governance, oversight, transparency and accountability



<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul>	<p>There was evidence that the LG Council met 5 times and discussed service delivery related issues as provided in the minutes below:</p> <p>Meeting held on 29th /6/2018 under min KGDC 05/06/201/18 &amp; Min KGDC 09/06/2017/18 Discussion on the state of affairs on action reports</p> <p>Meeting held on 13th/3/2018 min KGDC 04/3/2017/18 and Min KGDC 05/03/2017/18 (b) on communication from the chairperson</p> <p>Meeting held on 20th /9/2017 under Min KGDC 11/09/2017/18 on quarter 4 report by committee of works water and sanitation</p> <p>Meeting of 20/12/2017 min 7/12/2017/18 on the discussion of action reports</p> <p>There was evidence that the council discussed LG/PAC reports on the 13 /3/2018 under min KGDC 14/3/2017/2018 on the motion seeking council to present and discuss and adopt DPAC reports</p> <p>The LG performance assessment reports were discussed on 29/6/2018 under Min KGDC 5/6/2017/18</p> <p>However the LG did not discuss monitoring reports.</p>	<p>0</p>
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>There was Evidence that Mr Agaba Hillary David the PAS was assigned duties on the 30th/7/2017 by the CAO under Ref CR/D/1017 as information officer. At the time of assessment the same officer was the one managing complaints and grievances.</p>	<p>1</p>

<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>There was evidence that the LG had specified a system of recording, investigating and responding to grievances.</p> <p>The LG had conducted baraazas at Kakabara S/C, Hapuuyo S/C and Rwentuha S/C as per the reports dated 14/7/2017 addressed to the CAO by the sub county chiefs.</p> <p>There was evidence that integrity forum dissemination meetings had been conducted on the 29th /11/ 2017 by Ruwenzori anti- corruption coalition in the TPC.</p> <p>The track Newsletters of April 2018 signed by the executive director and issued to the LG had also been used to provide a feedback.</p> <p>The LG was using its website <a href="http://www.kyegegwadistrict.go.ug">www.kyegegwadistrict.go.ug</a> to provide feedback to the public and its facebook page Kyegegwa District Local government</p> <p>And its face book page; kyegegwaDistrict Local government.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>• The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>There was evidence of display of Salaries and pensioner payrolls at the human resource notice board. For the period of September having 1074 active staff and 53 pensioners.</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>There was no evidence of Displays of best evaluated bidders on notice boards or awards</p> <p>The procurement plan had not been published or displayed.</p>	<p>0</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<p>There was no evidence that performance assessment results and implications were displayed on the notice board at the LG or published</p>	<p>0</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>There was no evidence of communication of DDEG &amp; other guidelines and circulars to LLGs</p> <p>This was attributed to challenges of documentation, filling and record keeping at the LG.</p>	<p>0</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	<p>There was evidence that baraazas had been held to provide a feedback on implementation. Reference the baraazas dated 14/7/2017 at the Kakabara S/C, Hapuuyo S/C, and Rwentuha S/C.</p>	<p>1</p>
<p>Social and environmental safeguards</p>			

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.</li> </ul>	<p>There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:</p> <ul style="list-style-type: none"> <li>- The Assessor saw Kyegegwa DLG Presentation on Gender Mainstreaming to District Technical Planning Committee Members on 30/April/2018 Compiled by Acting Senior Community Development Officer; Addendum to Minutes for DTPC Meeting that was held on 30/April/2018 in the District Council Hall.</li> <li>- The Assessor saw Kyegegwa DLG Community Based Services Department Annual Work Plan for 2017/2018 FY; Presented to District Standing Committee on 10/March/2017; Prepared by District Community Development Officer.</li> </ul>	
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<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2.</li> </ul>	<p>- There WAS Evidence that gender focal point had planned activities for current FY (2018/2019 FY) to strengthen women's roles. The Assessor saw Kyegegwa DLG Community Based Services Department Annual Work Plan for 2018/2019 FY; Presented to District Executive Committee on 28/February/2018; Compiled by District Community Development Officer - with the following planned activities: Guide Sub county Staff on Integration of Gender Concerns in the Work Plans (700,000 UGX – Local Revenue; Reference No. 1, Page 11); Hold Women Executive and Council Meetings (2,533,600 UGX – Conditional Grant from MoGLSD through MoFPED; Reference No. 4, Page 11); Support Women Projects under Skills Development Component (16,753,557 UGX – UWEP; Reference No. 3, Page 11); Create Awareness to Women on Project Identification, Sustainability and Registration through Radio Programme (300,000 UGX – Local Revenue; Reference No. 6, Page 12); Conducting Sensitization of Communities on Domestic Violence (100 UGX – Local Revenue; Reference No. 9, Page 12). The Assessor saw Kyegegwa DLG Submission of Uganda Women Entrepreneurship Programme (UWEP) Work Plan for FY 2018/2019 Dated 07/August/2018, Referenced CR 210/61, Addressed to PS MoGLSD, Signed by CAO on 07/August/2018, Received by MoGLSD on 10/August/2018. The Work Plan was signed by Gender Focal Person, District Community Development Officer and Chief Finance Officer on 07/August/2018.</p> <p>- There was NO Evidence that more than 90% of previous year's budget for gender activities was implemented since Allocations that were made for Gender Activities for FY 2017/2018 were utilized at 49.7% Level according to computation based on validated Expenditure Vouchers that were retrieved from the Accounts Department by the Gender Focal Point Person.</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"> <li>Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1</li> </ul>	<p>There WAS Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans as exemplified by the following:</p> <ul style="list-style-type: none"> <li>- The Assessor saw Kyegegwa DLG Environmental and Social Safeguard Management Plan for Construction of 1 Block of General Ward for Female and Male Patients at Kyegegwa Health Center IV; Prepared by Parish Environmental Focal Person on 09/February/2018; Checked by District Environmental Officer on 09/February/2018.</li> <li>- The Assessor saw Kyegegwa DLG Environmental and Social Safeguard Management Plan for Drilling of 1 Borehole, Motorization of the Borehole and Construction of an Elevated Reservoir and Water Distribution Lines for Kyegegwa Health Centre IV.</li> <li>- The Assessor saw Kyegegwa DLG Environmental and Social Safeguard Management Plan for Renovation of existing OPD at RUHANGIRE Health Centre II; Prepared by Parish Environmental Focal Person on 09/February/2018; Checked by District Environmental Officer on 14/February/2018.</li> <li>- The Assessor saw Kyegegwa DLG Environmental and Social Safeguard Management Plan for Renovation of existing OPD at MIGAMBA Health Centre II; Prepared by Parish Environmental Focal Person on 09/February/2018; Checked by District Environmental Officer on 15/February/2018.</li> <li>- The Assessor saw Kyegegwa DLG Environmental and Social Safeguard Management Plan for Construction of 1 Block of 3 Classrooms, 2 Blocks of 5-Stance Drainable Latrine, Supply of Furniture and Installation of Two 10,000 Liter Capacity Stainless Steel Rainwater Harvesting Tanks at RUTARAKA P/S; Prepared by District Environmental Officer on 09/February/2018.</li> <li>- The Assessor saw Kyegegwa DLG Environmental and Social Safeguard Management Plan for Construction of MIGAMBA – MIGONGWE – RWENTUUHA – KAZINGA Road (24 Km); Prepared by Parish Environmental Focal Person on 08/February/2018; Checked by District Environmental Officer on 14/February/2018.</li> </ul>	<p>1</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"> <li>• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>There WAS Evidence that the LG integrated environmental and social management plans in the contract bid documents as exemplified by the following:</p> <ul style="list-style-type: none"> <li>- Construction of 1 Block of 3-Stance Lined Latrine at KASULE Trading Centre in Kasule Sub-county under RWCG (KYEG/584/WRKS/2017-2018/00012). Environmental and Social Mitigation Budget: 300,000 UGX, Bill of Quantities Dated 12/September/2017; Signed by District Water Officer, CAO, Contractor.</li> <li>- Construction of a 5-Stance VIP Latrine at KYANKUNYULE P/S in Kakabara Sub-county, ST ADOLF NGANGI P/S in Rwentuuha Sub county and SOOBA P/S in Rwentuuha Sub county under SFG (KYEG/584/WRKS/2017-2018/00009). Environmental and Social Mitigation Budget: 250,000 UGX, Bill of Quantities Dated 12/September/2017; Signed by District Engineer, District Education Officer, CAO.</li> <li>- Drilling and Installation of 9 Hand Pump Boreholes in Sub counties under RWCG (KYEG/584/WRKS/2017-2018/00002). Environmental and Social Mitigation Budget: 1,125,000 UGX, Bill of Quantities Dated 27/July/2017; Signed by Contractor on 10/October/2017, Signed by CAO on 11/October/2017.</li> </ul>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>There was NO Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners. None of the projects sampled had a copy of a land title or a land agreement on their appropriately and adequately referenced Procurement Files in the PDU or in the Lands Office.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>There WAS Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer as exemplified by the following:</p> <ul style="list-style-type: none"> <li>- The Assessor saw Environmental and Social Certification for the Community and Lower Local Government Projects under Rural Water Conditional Grant; Certification Form No. 01, Construction of 3 Stance VIP Latrine at KASULE Proposed Market Site, Signed by District Environmental Officer on 30/October/2017.</li> <li>- The Assessor saw Environmental and Social Certification Form No. 14 for Renovation of District Chairperson's Building Dated 26/September/2017, Signed by District Environmental Officer.</li> <li>- The Assessor saw Environmental and Social Certification Form No. 12 for Construction of KYARWEHUTA P/S Dated 12/August/2017, Signed by District Environmental Officer.</li> <li>- The Assessor saw Environmental and Social Certification Form No. 04 for the Community Access Road Project Dated 10/November/2017, Signed by District Environmental Officer.</li> <li>- The Assessor saw Environmental and Social Certification Form No. 22 for Substantial Completion of Construction of Kyegegwa Health Centre IV, Signed and Stamped by District Environmental Officer on 22/February/2018.</li> <li>- The Assessor saw Environmental and Social Certification Form No. 07 for Renovation of Kyegegwa Community Radio and KARWENYI Health Centre II Dated 07/November/2017, Signed by District Environmental Officer.</li> <li>- The Assessor saw Environmental and Social Certification Form No. 03 for KYANKUNYULE P/S Dated 19/September/2017, Signed by District Environmental Officer.</li> <li>- The Assessor saw Environmental and Social Certification Form No. 02 for RUTARAKA P/S Dated 09/August/2018, Signed by District Environmental Officer.</li> </ul>	
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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"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>There was NO Evidence that Contract Payment Certificates included prior environmental and social clearance.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>There was NO Evidence that Environmental Officer and CDO Monthly Report included a) completed checklists b) deviations observed with pictures c) corrective actions taken.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG budgeted for a Head teacher and a minimum of 7 teachers for FY 2018/19 to the tune of 3,839,214,763/= for the 614 teachers in the 65 public schools as per Performance contract CR/156/10 dated 6/6/2018.</p>	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG has deployed a Head teacher and a minimum of 7 teachers per school for the current FY as per list of schools and staff lists. In visited schools, at Kako P.S there was 1 Head teacher and 12 teachers for the 900 pupils. In Kibuye P.S, there was a Head teacher and 10 teachers for the 916 pupils. Kakabara P.S had a Head teacher and 17 teachers for the 1,236 pupils while Migongwe P.S had a Head teacher and 12 teachers for the 1,044 pupils.</p>	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</li> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul>	<p>The LG has filled the structure for primary teachers with a wage provision by 602 teachers out of the 614 teachers representing 98% of the structure.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>The LG has substantively filled the position of school inspectors as per staff structure of 3. The Inspectors are Rose Kabagambe, Dementria Tugwine Mugisa, and Justus Twahirwa</p>	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>The LG has submitted a recruitment plan to HRM for the current FY to fill positions of the following; 2 Head teachers, 3 Deputy Head teachers, and 15 Education Assistants as per letter EDUC/260/3 dated 3/4/2018.</p>	<p>2</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>In letter EDUC/260/3 dated 3/4/2018, there was a request for 1 Inspector to replace Justus Twahirwa who retires 30/4/2019 as per application letter dated 6/6/2018.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul>	<ul style="list-style-type: none"> <li>• The inspectors of schools were appraised. these were CR/D/10155 ON 27/06/2018, CR/D/10784 ON 22/06/2018, CR/D/10785 ON 22/06/2018</li> </ul>	<p>3</p>

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• The district has 65 primary schools out of which a sample of 30 was taken. 2 out of the 30 primary school head teachers were not appraised</li> </ul>	<p>3</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>The LG has not communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools. The LG had received the circular on Malaria No. 03/2018 of 9/4/2018, and the one on Performing Arts No. 4/2018 Ref ADM/137/157/01 dated 17/4/2018. None of the visited schools had received these circulars.</p>	<p>0</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<p>The LG held meetings for Head teachers on 13/7/2017 and 19/9/2018 and among others explained and sensitized teachers on the guidelines, policies, circulars issued by the national level. 58 and 63 Head teachers respectively were in attendance on these dates. Kibuye P.S presented copy of school calendar 2018 dated 21/11/2017 ref CR/154/1 as proof of dissemination.</p>	<p>2</p>

<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced:</li> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul>	<p>Not all private and public schools have been visited at least once per term and reports produced. 329 inspections were made in previous FY for the 123 schools which required 369 inspections. This represents 89% of the required inspections. In visited schools Kako was inspected 26/4/2018 and a report produced. The following inspections had no reports prepared 23/8/2017, 3/11/2017, 17/11/2017, and 5/5/2018. Kibuye was inspected on 19/6/2018, 31/5/2018, 30/3/2018, and 28/9/2017. Kyakabara was inspected on 22/6/18, 22/3/2018, 5/5/2018, 5/4/2018, 16/10/2017. Reports were not made for inspections done on 29/8/2018 and 20/8/2018. Migongwe had been inspected on 20/6/2018, 26/3/2018, and 22/11/2017</p>	<p>8</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	<p>There is evidence that the Education Department had discussed school inspection reports and used reports to make recommendations for corrective action as reflected in Departmental meetings held on 28/7/2017 under Min 25/07/KDLG?EDUC/2017/18 where the low capacity of Expedito Rukuba of Katamba P.S and Mathias Wenkya who was refused by the school authorities at Ruhunga P.S were discussed. Guidance and Counselling had been undertaken by the former, while a transfer has been effected for the latter.</p>	<p>4</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	<p>Acknowledgement letters from DES were available at the Department as evidence of submission of inspection reports to DES and they were dated 1/8/2017 for Q1, 21/6/2018 for Q4, and 29/6/2018 for Q3</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"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>There is evidence that Inspection recommendations are followed up from Head teachers met at visited schools as follows;</p> <p>Kako P.S – Construction of new pit latrine, following up learners missing exams.</p> <p>Kibuye P.S – Demolition of old pit latrine, sensitisation of parents on absenteeism, and termly schemes of work</p> <p>Kakabara – Involvement of parents in school projects, curbing pupil absenteeism</p> <p>Migongwe – Strengthening classroom supervision by Head teacher, planting trees and fencing the school</p>	<p>4</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>The LG has not submitted accurate / consistent data pertaining to list of schools in the district. The LG has 123 schools (65 public and 58 private) while EMIS data indicates a total of 204 schools. This discrepancy is a result of MoES using 2017 data as per DEO's EPD/282/287/02 dated 2/8/2017 which did not include private schools. 65 private schools were closed in 2018, while 96 are still operating illegally. The 2017 Census had captured 200 schools (65 public and 135 private).</p>	<p>0</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>The LG had not submitted accurate/consistent enrolment data. The LG has a total of 70,365 pupils while EMIS data indicates a total of 65,129</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>The DEO presented to the Education sector committee his report on 8/5/2018 under Min CEH/08/05/2018 and discussed issues pertaining to completed projects especially 3-stance latrines at 7 primary schools, acquisition of desks for some schools, and progress with NIRA registration</p>	<p>2</p>



<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>17/5/2018 under Min 11/EH/2018, the Department sought approval of the following:-</p> <p>Completion of staff house at Ishekye Unit for the handicapped, and the construction of 2 classroom blocks at each of the following schools; Ngomanungi, Nyakashambya, and Rweigaaga..</p> <p>The Departments Work Plan and budget were approved on 8/5/2018 under Min 11/EH/2018.</p>	<p>2</p>
<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (estab- lished, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>There was evidence of functional SMCs and the following 3 schools on file out of the 5 sampled schools had held SMC meetings and submitted their SMC minutes to the DEO's office as indicated below;</p> <p>Kyarwehuuta P.S had submitted minutes of meetings held on 21/2/2018 and 16/5/2018</p> <p>Kyarujumba P.S had submitted minutes of meeting held 15/2/2018</p> <p>Kyanyambali P.S had submitted minutes of meeting held on 7/6/2018</p> <p>Kyankunyule P.S had submitted minutes of meeting held on 9/7/2018, 14/2/2018, and 21/10/2017</p> <p>Kyanyinoburo primary school had not submitted any minutes.</p> <p>In visited schools, SMC meetings had been held as follows:-</p> <p>Kako P.S had held meetings on 14/9/2018, 22/6/2018, 25/5/2018, and 15/2/2018</p> <p>In Kibuye P.S the meetings were held on 21/9/2018, 29/5/2018, and 29/1/2018</p> <p>Kakabara P.S had held meetings on 7/6/2018, 15/2/2018, and 21/9/2017</p> <p>Migongwe P.S held SMC meetings on 3/8/2018, 19/4/2018, 26/9/2017, 15/6/2018, 9/2/2018, and 6/10/2017.</p>	<p>3</p>

<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has publicised all schools receiving non-wage recurrent grants</li> </ul> <p>e.g. through posting on public notice boards: score 3</p>	<p>The LG has publicised all schools receiving non-wage recurrent grants through posting on the main LG notice board as well as the Department’s notice board.</p> <p>In visited schools, Kako P.S had the non-wage recurrent grants for Term 3 2018 of 2,731,021/= displayed in the general office as well in the Head teachers office. In Kibuye P.S the non-wage recurrent grants were displayed in the Head teachers office and on the outside notice board. 2,694,320/= had been received or Term 3. In Kakabara P.S the non-wage recurrent grants were displayed in the Head teacher’s office and on main notice board. 3,599,401/= had been received for Term 3. In Migongwe, the non-wage recurrent grant was displayed in the Head teacher’s office. 2,767,316/= had been received for Term 3.</p>	<p>3</p>
<p>Procurement and contract management</p>			
<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	<p>The sector had not submitted procurement input to Procurement Unit covering all investment items in the approved Sector annual work plan and budget by April 30th. They submitted on 26/5/2017 and the projects included classrooms and latrines at Rutaraka, classrooms at Kyarwehuuta, and 5-stance latrine at Kasule, among others</p>	<p>0</p>
<p>Financial management and reporting</p>			

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>	<p>Kyegegwa DLG Education department payments reviewed show that there were instances when delayed certification caused delayed payments. Examples of payments reviewed are:</p> <p>Payment of Shs 4,820,000 to Geomuk Enterprises (U) Ltd for supply of 36 desks, 2 office tables and 2 office chairs to Kakindo P/S. Invoicing 22/02/18, certification 12/03/18 and payment 21/03/18 (29 days).</p> <p>Payment of Shs 924,471 retention to Skymax Services Ltd for construction of a 5 stance latrine at Kazinga P/S. Invoicing 16/01/18, certification 08/02/18 and payment 12/03/18 (1 month 26 days).</p> <p>Payment of Shs 6,295,930 to Turibamwe Investments Ltd for construction of a 2 classroom block, 5 stance VIP latrine, installing a 500 litre plastic water tank and furniture at Rutaraka P/S. Invoicing 09/11/17, certification 19/12/17 and payment 19/02/18 (3 months 10 days).</p> <p>Payment of Shs 15,261,935 to Mudav Construction and General Supply Ltd for construction of 2 blocks of 5 stance latrines at Magoma P/S and Katurwa P/S. Invoicing 13/02/18, certification 01/01/18 and payment 13/02/18 (0 days).</p> <p>Payment of Shs 37,251,142 to Katooke United Agencies Ltd for completion of a classroom block, installation of a 500 litre plastic water tank and supply of furniture at Kyarwehuta P/S. Invoicing 19/12/17, certification 20/12/17 and payment 13/02/18 (1 month 24 days).</p> <p>Payment of Shs 24,047,460 to Kakabara Tugumizemu Traders for construction of 2 blocks of 5 stance latrines at Kasule P/S and Kitaleesa P/S. Invoicing 29/11/17, certification 07/12/17 and payment 02/02/18 (2 months 3 days).</p>	<p>0</p>
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<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul>	<p>The annual performance report for the previous FY was submitted to the Planner for consolidation on 23/8/2018.</p>	<p>0</p>
<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>o If sector has no audit query score 4</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>o If all queries are not responded to score 0</li> </ul> </li> </ul>	<p>Kyegegwa DLG Education department did not have any audit queries in the FY 2017/18.</p>	<p>4</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>	<p>The LG Education department had disseminated guidelines on gender in a mentorship workshop for teachers held on 13/6/2018 at Mpara P.S. A report to that effect was submitted by the Gender Focal person on 10/8/2018 entitled “Gender Concerns in Schools”. 82 teachers were in attendance.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>The LG Education department in collaboration with gender department have issued and explained guidelines on sanitation in a mentorship workshop for teachers held on 13/6/2018 at Mpara P.S. A report to that effect was submitted by the Gender Focal person on 10/8/2018 entitled “Gender Concerns in Schools”. 82 teachers were in attendance.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>The SMCs meet the guideline on gender composition. In visited schools the following females were on the SMCs representing the Foundation body as follows:-</p> <p>Kako – Kevina Kato and Teddy Kamara</p> <p>Kibuye – Joyce Bahemuka, Mascelene Asimwe, and Joan Kabezire</p> <p>Kakabara – Grace Kabateizibwa, and Victoria Katabazi</p> <p>Migongwe – Annet Kabajwambura and Reginah Kasangaki</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"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul>	<p>The LG Education department in collaboration with Environment department has issued guidelines on environment management in Head teachers meeting held on 13/6/2018. 44 Head teachers attended the meeting.</p> <p>In visited schools, Kako there is tree planting and an environment club. At Kibuye, there is tree planting. In Kakabara, there is tree planting, a banana plantation, an environment club, and a compost pit, while Migongwe there is a forest of eucalyptus, 15 compound trees, a banana plantation, an environment club, as well as rubbish pits.</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"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>	<p>School infrastructure projects have been screened before approval for construction as per Environment Officer's Environment and Social Safeguard Management Plan Report dated 15/2/2018 for:-</p> <p>1 block of 3 classrooms, 2 blocks of 3 stance latrines at Rutaraka</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"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>	<p>The Environment Officer and Community Development Officer have visited the sites to check whether mitigation plans are complied with as reflected in Monitoring report of 12/09/2018 and Certification Form No. ENVKGWADRIP 01/09/12/18 for Kakoni P.S projects</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"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>The LG department had filled 217 of the 222 (98%) staff provided in the PHC Wage Bill of 2018/2019.</p> <ul style="list-style-type: none"> <li>• Examined are the following Sources of information; Health department staff establishment list report as at the 31st August 2018, the approved structure from Ministry of Public Service (MOPS) and the revised wage bill estimates circular (Ref. HRM 155/222/02, Annex 1B page 2 of 4) from PSST/MOFPED (authored by Kenneth Mugambe) dated 20th March 2018 amounting to UGX.2,435, 409, 172 provided for as the Wage Bill in 2018/2019.</li> </ul>	8
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<ul style="list-style-type: none"> <li>•The department submitted a Recruitment Plan to the CAO on a replacement basis for the vacant posts available arising from staff departure (absconding &amp; resignation of nine (9) staff from five health units &amp; Kyegegwa Town Council).</li> <li>• The vacant positions are 46 but the wage bill provision for the FY 2018/2019 caters for staff in post and therefore only replacements for those who exited is possible and forms part of the recruitment plan of this Financial Year.</li> <li>• The other vacant positions are provided for in the medium term Recruitment plan.</li> </ul>	6

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

Maximum 8 points for this performance measure

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

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

• The health facility in charges were appraised 100% and their performance appraisal reports were on their personal files

- KABANAKERA TEDDY H/C III CR/D/141,
- KYOMUHENDO CHARCLES, MPARA H/C III CR/D/1096,
- KAGWA ANDREW, KIGAMBO H/C II CR/D/10361,
- MUGAMBI RONALD, KAKABARA H/C III CR/D/10359,
- KAMBALE GERMAIN, KASULE H/C III CR/D/10363,
- TIBESIGWA MUSTAFA, BUGONGO H/C II CR/D/10353,
- KYOMUHENDO IRENE KISHAGAZI H/C CR/D/1096,
- KABANEKERA TEDDY, BUJUBURI H/C III CR/D/141,
- KUSHEMERERWA WILLIAM, APUYA H/C III CR/D/1172,
- NYAKOOJO JAMES, MIGAMBA H/C II CR/D//284,
- AGONZA JOHN, RUHANGIRE H/C II CR/D/10351,
- KABAYAGA BEATRICE, KAZINGA H/C III CR/D/10350,
- SEKAYA CATHERINE, KARYENYI H/C II CR/D/10332,
- MARTIN YEFTA H/C IV CR/D/089,
- ABOOKI GODFREY H/C II CR/D/114



<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4</li> </ul>	<ul style="list-style-type: none"> <li>The department deployed staff as per the list submitted and this was consistent with the staff found at the health units visited.</li> <li>This was evidenced from the PBS and this corresponded to the lists at Health Units visited of:</li> <li>KYEGEGWA HCIV, KAKA BARA HCIII, MIGAMBA HCII visited on the 25th September 2018. The posting were as follows:  KYEGEGWA HCIV 46  KAKABARA HCIII 22  MIGAMBA HCII 8</li> <li>The posting list at the DHO's office and the PBS matched to the above staffing position at the Health Centres visited.</li> <li>Examination of the daily, monthly wage/attendance registers and duty Rosters was carried out.</li> </ul>	4
Monitoring and Supervision			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	<ul style="list-style-type: none"> <li>There was no evidence that the DHO ever communicated and distributed any of the guidelines from the MOH (The Ministry of Health Guidelines for Local Government Planning process-health sector supplement-2017; Ministry of Health, sector Grant and Budget Guidelines to Local Government FY 2018/19 &amp; Ministry of Health, Policy Strategies for improving health Service Delivery 2016-2021) though they alleged to have done so for the one on sector grant guidelines for the other two circulars, allegations were that they had not received them from the Ministry as observed in other LGs.</li> <li>No copy of these guidelines was found in all the three (3) health units visited.</li> </ul>	0

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<ul style="list-style-type: none"> <li>There was no evidence availed for meetings with In-Charges</li> <li>Therefore, there was no evidence that the guidelines, policies &amp; circulars issued or not issued were explained to the Health Unit In-Charges especially this particular three circulars &amp; policies. (The Ministry of Health Guidelines for Local Government Planning process-health sector supplement-2017; Ministry of Health, sector Grant and Budget Guidelines to Local Government FY 2018/19 &amp; Ministry of Health , Policy Strategies for improving health Service Delivery 2016/2021)</li> </ul>	0
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<ul style="list-style-type: none"> <li>The DHT supervised the only HCIV (KYELEGWA HCIV) once and this was on the 3/1/2018 to carry out infrastructure and support supervision by Dr. BALINDA JULIUS (DHO).</li> <li>Evidence was the support supervision log book of the KYELEGWA HCIV examined on the 25th September 2018 at the Health Unit.</li> </ul>	0
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>If 100% supervised: score 3</li> <li>80 - 99% of the health facilities: score 2</li> <li>60% - 79% of the health facilities: score 1</li> <li>Less than 60% of the health facilities: score 0</li> </ul>	<ul style="list-style-type: none"> <li>There was no evidence that KYELEGWA HCIV (the rank of HSD) did supervise the lower health units.</li> <li>This was conceded by then (25th September 2018) In-charge (Senior Nursing Officer-AKELLO TABITHA)</li> </ul>	0

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4</li> </ul>	<ul style="list-style-type: none"> <li>There were three (3) support supervision reports examined and dated the 30/11/2017 for MPARA HCII &amp; KASULE HCIII; dated the 13/7/2017 for KASULE HCIII, HAPUUYO HCIII &amp; BUGOGO HCII and sated 13/6/2018 for HAPUUYO HCIII.</li> <li>There was however no evidence that the quarterly support supervision reports were discussed.</li> </ul>	<p>0</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the recommendations are followed</li> <li>– up and specific activities undertaken for correction: score 6</li> </ul>	<ul style="list-style-type: none"> <li>The comments on the supervision log books examined in the Health Units visited showed recommendations made by the DHT and HSD supervisors.</li> <li>However, there was no evidence that any recommendations were followed up and specific activities under taken for correction.</li> </ul>	<p>0</p>

<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• The LG (health department) provided information regarding the list of Health facilities receiving PHC funding consistent with the MOH (health facilities reporting)/DIS2.</li> <li>• A list of 13 Health Facilities (one Government HCIV-Seven HCIIIs &amp; Five HCIIIs receiving PHC funding as per the list availed by the DHO's office.</li> <li>• These include the following health Centre IIIs (BUJUBULI, HAPUYO, KAKABARA, KASULE, KAZINGA &amp; MPARA) and Health Centre IIs (BUGOGO, KARWENYI, KIGAMBO, KISHAGAZI, MIGAMBA, RUHAMGIRE, MUKONDO &amp; SMALL TOWN COUNCIL)</li> </ul>	<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"> <li>• Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• The Committee on Social Services met four times in the financial year ( 8/5/2018 under minute CEH01/05/2018 performance reports, antennal picked up, attendance at 51.2%, drugs &amp; vaccines supplied and challenges of poor male involvement in health checkups, minute CEH/08/05/2018 was on Budget presentation; 6/3/2018 under minute CEH/06/03/2018 the ADHO was tasked to explain the low turn up at outreaches, CEH/03/03/2018 discussed how there was no immunization activities done in KAKABARA &amp; MIGONGWE; 22/7/2017 discussed re-thinking family planning issues &amp; health sector performance &amp; 6/4/2018 discussed various service delivery issues. &amp; members to inspect health facilities.</li> <li>• The meetings were chaired by Hon Councillor MWESIGE JANE NALUGO. .</li> </ul>	<p>2</p>
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<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	<ul style="list-style-type: none"> <li>CBS &amp; Health reports discussed in council which sat on 25th May 2018 under MIN. KDG: dated the 06/05/2017/18</li> <li>CBS &amp; Health reports discussed in council which sat on 13th March 2018 under MIN KDGC: dated the 09/03/2017/18</li> <li>CBS &amp; Health reports discussed in council which sat on 20th Dec 2017 under MIN KDGC: dated the 1/12/2017/18</li> <li>CBS &amp; Health reports were discussed in council which sat on 20th Sept 2017 under MIN KDGC: dated the 11/09/2017/18</li> </ul>	<p>2</p>
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>If 100% of randomly sampled facilities: score 6</li> <li>If 80-99 %: score 4</li> <li>If 70-79 %: score 2</li> <li>If less than 70%: score 0</li> </ul>	<ul style="list-style-type: none"> <li>All the health facilities visited (KYELEGWA HCIV, KAKABARAI HCIII &amp; MIGAMBI HCII have HUMCs in place.</li> <li>KAKABARA HCIII HUMC met on the 17/5/2018 (Sub County budget for water tank under minute 4 &amp; PHC reports and accountability for 3rd quarter, drugs worth 8.5M from BTC); 28/1/2018 under minute 3 discussed Baylor support of 8,172,000, minute 3 discussed PHC grant received and utilised in the previous quarter &amp; minute 8 elimination of Anthills, the Senior Assistant Secretary (SAS) to arrange for furniture and welfare for staff.</li> </ul> <p>The Health Units of KYELEGWA HCIV &amp; MIGAMBI HCII could not avail copies of their HUMC meetings as they were purportedly kept under lock and key by their In-Charges who were not around at the time of the visit to the Health Units on the 25th September 2018.</p>	<p>0</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul>	<ul style="list-style-type: none"> <li>The department did publicise the PHC funding to the 13 health units on the notice boards at the district headquarters examined, there was evidence that the lists of units receiving PHC funding were displayed.</li> </ul>	<p>4</p>

Procurement and contract management			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	<ul style="list-style-type: none"> <li>There was no evidence availed to the assessment team that the department did submit the procurement needs for the current FY 2018/2019 by the 30th April 2018 as expected.</li> </ul>	0
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>No evidence was provided to show that the health department submitted to CAO the procurement request (PP1 forms) by the 30th September 2017.</li> </ul>	0

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>Kyegegwa DLG Health department payments reviewed show that there were instances when delayed certification caused delayed payments. The two certified payments for FY 2017/18 were:</p> <p>Payment of Shs 18,714,216 to Tetra Technical Services (U) Ltd for construction of an OPD and a 2 stance latrine at Migongwe HC-II. Invoicing 21/03/18, certification 30/05/18 and payment 06/06/18 (2 months 15 days).</p> <p>Payment of Shs 4,165,400 to Keliza Auto Enterprises Ltd for repair of the ambulance for Kyegegwa HC-IV. Invoicing 16/01/18, certification 08/02/18 and payment 12/03/18 (1 month 26 days).</p>	<p>0</p>
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Financial management and reporting

<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	<p>There was no evidence that the department submitted the annual performance report for the previous FY 2017/2018 to the planner on or before mid July.</p> <p>Submission of quarterly reports were generated by the planner concurrently during FY 2017/2018 as seen from the planning unit data:</p> <table border="1" data-bbox="687 1196 1321 1496"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>13/12/2017</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 2</td> <td>26/2/2018</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 3</td> <td>8/5/2018</td> <td>PBS LG Planning data</td> </tr> <tr> <td>Quarter 4</td> <td>27/8/2018</td> <td>PBS LG Planning data</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 1	13/12/2017	PBS LG planning data	Quarter 2	26/2/2018	PBS LG planning data	Quarter 3	8/5/2018	PBS LG Planning data	Quarter 4	27/8/2018	PBS LG Planning data	<p>0</p>
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Quarter 4	27/8/2018	PBS LG Planning data																

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>• If sector has no audit query: Score 4</li> <li>• If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>• If all queries are not responded to Score 0</li> </ul>	<p>Kyegegwa DLG Health Department had some internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>One such a query was in the Quarter 3 report – about underutilisation of staff in a health centre. Kyegegwa Health Centre IV had a dental officer who did not have a dental kit. By the end Quarter 4, and even by the time of this assessment, the kit had not been purchased.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• The compositions of the HUMCs of the three health units visited was (KYELEGWA HCIV (3 female &amp; 5 males), KAKABARA HCIII (2 Females and 2 Males) &amp; MIGAMBA HCII1(2 female &amp; 4 males)</li> <li>• Two of the health units met the gender composition as per guidelines and one (MIGAMBA HCII never met the gender requirements.</li> </ul>	<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"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>None of the health units visited had their sanitation facilities clearly labelled for both males &amp; females though the privacy was as well observed.</li> <li>The LG did not formally issue guidelines on how to manage sanitation in health facilities.</li> </ul>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<ul style="list-style-type: none"> <li>In the financial year 2017/2018, there were capital projects for health department.</li> <li>The environment officer did not carry out project screening, EIA, develop mitigation plans and follow up on any safeguards to mitigate the potential adverse environmental effects by the projects.</li> </ul>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2</li> </ul>	<p>There was no evidence that the Environment and Community Development officers visited the project sites to check whether the mitigation plans were complies with.</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"> <li>• Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal:</li> </ul> <p>score 4.</p>	<ul style="list-style-type: none"> <li>• Guidelines on waste management were distributed to health units as evidenced from the copies of the guidelines seen at the health units visited. The Health units visited displayed the Waste Management Instructions at the Health Units critical areas.</li> </ul>	<p>4</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY:               <ul style="list-style-type: none"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>- From the DWO Summary of the safe water coverage submitted to Chief administrative officer showing the average safe water coverage of the district as 36.4%) and each of the sub counties was presented and also was compared with computed safe water coverage from MWE. 5 Sub counties were found to be below the district average of safe water coverage and this included Rwentuha with 23.64%, Ruyonza with 21.15% kakabara 35.1%, Kigambo 31.97%,mpara 33.23% From the AWP 2018/2019 submitted to MWE on 2/8/2018, it was established that a budget of 422,781,536 m was allocated to water projects and out 422,781,536 m, 307,461,645 m was allocated to 5 sub county which are below the district safe water coverage and this constitutes 73% of the development budget allocation</p>	<p>4</p>

<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"> <li>• Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> <li>o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15</li> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- From the DWO progress reports submitted to MWE on 10/8/2018, It was established that 5 sub county out of 8 Sub-counties were below the average safe water coverage of the district it was also established that a total of 38 projects were implemented and only 20 projects were implemented in 5sub counties with safe water coverage below the district and this constitutes 52%</li> </ul>	0
Monitoring and Supervision			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>From the Annual work plan of 2017/2018 it was established that 20 projects were planned for and also implemented and supervised and monitored in the same financial year.</p> <p>From the supervision and monitoring file, monthly reports on supervised and monitored projects were available and these included;</p> <ul style="list-style-type: none"> <li>- A monitoring and supervision report on the construction of projects FY 2017/2018 dated 22/6/2018 which included 15 shallow wells, 12 rehabilitated Bore holes and construction of 3 stance VIP Latrine was compiled.</li> <li>- A report on supervision and monitoring of water and sanitation projects dated on 9/5/2018 was compiled.</li> <li>- A report on supervision of 2nd phase construction of kazinga piped water system dated on 29/5/2017 was compiled.</li> <li>- Supervision and inspection reports dated on 16/6/2017 was compiled.</li> <li>- Supervision reports on rehabilitation of 5 shallow wells dated on 28/6/2017 was compiled</li> </ul>	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> <li>• List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>From the Work plans and reports obtained from the DWO, that were submitted to MWE on 17/7/2018 , it was established that the all the water facilities were consistent and accurate. These included Kazinga piped water supply, 12 bore hole drilling, 15bore hole rehabilitation, 15 shallow wells reahabilitation and VIP 3 stance in kasule.</p>	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>From the form 1 and form 4 submitted to DWD ON 2/5/2018 and the 4th Quarter progress reports submitted to MWE on 10/8/2018 and the data established from the MWE and PBS in DWO it was established that water facilities in MIS reports were also in PBS reports these included bore hole drilling, rehabilitation of bore holes and shallow wells all these were found consistent in all the documents</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>From the DWO there was a copy of procurement plan available and submitted to Procurement on 5/4/2018</p>	<p>4</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>From the DWO, it was established that there was no contract management plan in place for the projects implemented</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>From the sampled projects of Kyegegwa sub county, kiterede, kitende and kibuye boreholes and a 3 stance VIP latrine in Kasule sub county were constructed as per designs there was soak pit, drainage channel handles and all in good working conditions for the latrine it has a ramp, separation of privacy for men and women</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>From the DWO in it was established that there were no hand over reports by the contractors for the finished projects.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>From the DWO copies of payments obtained were certified by the DWO. This included certificate of Drilling of 8 bore holes by ICON PROJECTS LIMITED, dated 15/3/2018 and certificate for the rehabilitation of 12 bore holes certified by DWO dated 6/11/2017 and a completion report dated 6/11/2017 attached.</p> <p>Certificate for sumadhura technologies certified by DWO dated on 13/3/2018 completion attached dated 13/3/2018</p>	<p>2</p>

The district Water department has certified and initiated payment for works and supplies on time

Maximum 3 for this performance measure

• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

Kyegegwa DLG Water department payments reviewed show that there were instances when delayed certification caused delayed payments to suppliers. Examples of payments reviewed are:

Payment of Shs 3,114,634 to Water Resources & Environmental Consultants for design, sitting and supervision of drilling of 9 boreholes. Invoicing 20/06/18, certification 21/06/18 and payment 25/06/18 (5 days).

Payment of Shs 2,196,200 retention to Mac & P Enterprises for rehabilitation of 12 boreholes. Invoicing 18/05/18, certification 16/05/18 and payment 18/05/18 (0 days).

Payment of Shs 132,618,870 to Icon Projects Ltd for drilling of 8 boreholes. Invoicing 09/11/17, certification 19/12/17 and payment 19/02/18 (2months 21 days).

Payment of Shs 19,176,958 to Code Contractors Ltd for completion of 3 stance VIP latrine at Kasule Trading Centre. Invoicing 25/10/17, certification 25/10/17 and payment 09/11/17 (14 days).

Payment of Shs 41,727,813 to Mak and P enterprises for rehabilitation of 12 boreholes. Invoicing 06/11/17, certification 09/11/17 and payment 13/11/17 (7 days).

Payment of Shs 17,810,000 to Water Resources & Environmental Consultants for design, sitting and supervision of drilling of 9 boreholes. Invoicing 04/12/17, certification 04/12/17 and payment 08/12/17 (4 days).

Payment of Shs 11,488,728 retention to Multec Consults Ltd for drilling 6 boreholes. Invoicing 29/08/17, certification 13/11/17 and payment 08/12/17 (3 months 9 days).

Payment of Shs 18,920,000 retention to Mast Logistics Ltd for construction works at Kazinga Piped Water Scheme. Invoicing 15/11/17, certification 29/11/17 and payment 14/12/17(29 days).

Payment of Shs 2,118,330 retention to Benchmark Technical Services Ltd for rehabilitation of shallow wells. Invoicing 16/05/18, certification 16/05/18 and payment 18/05/18 (2 days).



<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	<p>no evidence for the submission of performance reports to the planning unit for consolidation</p>	<p>0</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>If sector has no audit query score 5</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> <li>If queries are not responded to score 0</li> </ul> </li> </ul>	<p>Kyegegwa DLG Water had some internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>Quarter 3 report had a query on 26,403,500 unaccounted for funds by Katushabe Christopher, a Water Officer. By the close of Quarter 4, there still was an unaccounted for balance Shs 8,000,053 of the above amount.</p>	<p>0</p>

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"> <li>Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	<p>From the spectral committee Report file, it was established that the reports from the DWO were submitted to sectoral committee for discussion on 8/5/2018 and discussed in sectoral committee on 8/5/2018 under MIN08/WWT/05/2018 Presentation of water department report achievements and challenges and recommendations made to council that sat on 25/5/2018 under MIN.KGDC06/05/2018</p>	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	<p>From clerk to council that sat on 25/5/2018 under MINKGDC06/05/2018 Approved the recommendation presented by the sectoral committee on water and sanitation issues</p>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	<p>From the district notice board, it was established that quarterly releases of funds were displayed</p> <p>On 23/2/2017 water grant that included development grant of 189,988,092 and transitional grant of 7,333,333 were displayed but were no advocacy meetings held to discuss the releases</p>	<p>0</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>From the sampled projects of bore hole constructed and 3 stance VIP Latrine at kasule in kyegegwa and , kasule sub county, it was established that the labeling was available.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>From the district notice board it was established that there were display for tenders e.g. rehabilitation of 10 shallow wells with reference number Kyeg/584/works/2018-19/00015 with best evaluated bidder as benchmark technical service ltd at a contract sum 26,904,944</p>	<p>2</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>From the DWO- Application file, it was established that the application forms were filled by the communities requesting for water facilities</p> <ul style="list-style-type: none"> <li>Soosa community LC1 migamba parish of Rwentuha subcounty applied for a water source bore hole on 24/7/2018.</li> <li>Kwanamigambi cell community lc1 rutaraka rwentuha subcounty applied for a bore hole on 16/2/2018</li> <li>Also capital contributions were see and a receipt of payment no. 8305 of 100,000 for Maga bore hole dated on 22/11/2017.</li> </ul>	<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"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>From the Sampled projects of katende borehole, kibuye and Maga bore hole in kyegegwa and kibuye sub counties respectively, it was established that the bore holes were fenced, with a protected handle.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>From the DWO, it was established that there were no reports for environmental screening for the projects implemented as per the template.</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"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>From the DWO follow up reports and certificates were available</p> <p>Certificate form no. Env.08, Rehabilitation of 12 Boreholes issued on 7/11/2017.</p> <p>Certificate form no. Env.01, construction of 3-stance VIP Latrine at kasule market issued on 30/10/2017</p> <p>All the environmental concerns as per the certificate were adhered to.</p>	<p>1</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>From the DWO the information on contracts and the BOQs for environmental clauses was not available</p>	<p>0</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>From the DWO, in the soft ware report file, it was established that they were reports showing the composition of WSC as 50% and above.</p> <p>For Kitende borehole it has 7 committee member and 4 are women having the c/person, treasurer secretary and a member</p> <p>Kyankugute Borehole has 7 members and 4 are women having the post of vice chairperson, treasure, care taker and secretary</p>	<p>3</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"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	<p>It was established that the 3- stance VIP latrine at kasule market in kasule Subcounty has adequate access and a separate stance for both men and women with a ramp</p>	<p>3</p>