



Local Government Performance Assessment

Lwengo District

(Vote Code: 599)

Assessment	Scores
Accountability Requirements	83%
Crosscutting Performance Measures	76%
Educational Performance Measures	79%
Health Performance Measures	64%
Water Performance Measures	78%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Lwengo DLG submitted the Annual Performance Contract for the forthcoming FY on Tuesday, 24 July, 2018. This is in line with clarification given during training that the submission deadline was extended to 01st August and not June 30th as provided by the PFMAA and LG Budget guidelines.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>The Budget submission for Lwengo DLG was made on Tuesday 24th July 2018 and included a Procurement Plan. The submission was approved on Tuesday, 24 July, 2018 by MoFPED. This is in line with clarification given by OPM that the submission deadline was extended to 01st August and not June 30th as provided by the PFMAA and LG Budget guidelines.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>Lwengo DLG submission of Annual Performance Report for the previous FY was made on Tuesday, 24 July, 2018. This is as per the LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015.</p>	<p>Yes</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>Lwengo DLG submitted the Quarterly Budget Performance Report for all the four quarters of the previous FY as follows:</p> <p>4th Quarter Report was submitted on Sunday, 12th August, 2018 and Approved on Sunday, 19th August, 2018. This is beyond July 31st which is the required date of submission by PFMA Act, 2015.</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>Response to Internal Auditor and Auditor General's reports for the FY 2016/17 was submitted to PS/ST and Internal Auditor General on the 23rd March 2018 in a letter dated 20th March 2018 vide ref: CR/D/218/3. This was within the deadline of 30th April 2018.</p> <p>The following queries had been raised : -</p> <p><u>By OAG:-</u></p> <p>(1) Low recovery of Youth Livelihood Program funds</p> <p>(2) Discrepancy between closing stock balances and physical counting</p> <p>(3) Loss of drugs at Kyazanga HC IV</p> <p>(4) Drug stock outs</p> <p><u>By IAG:-</u></p> <p>(1) Unaccounted for funds in Qtr 1 FY 2017/18 – Shs. 133,314,300</p> <p>(2) Unaccounted for funds in Qtr 2 FY 2017/18 – Shs. 769,774,579</p> <p>Action had been taken on all 6 issues raised</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>For the FY 2017/18, the OAG had an Unqualified opinion for Lwengo DLG.</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was evidence that Lwengo DLG has a fully functioning Physical Planning Committee as per the Minutes of the meeting held and records seen at the District Physical Planner's Office.</p> <p>The following PPC Meetings discussed building plan applications, sub-division plan approvals and titling applications for new investments:</p> <p>a) PPC Meeting held on 16th January 2018 under Minute No. 05/LDPPCM/01/2017/2018: Presentation, Observation, Recommendation and Approval of Building Plans and Field Work Report. 18 Plan Applications were discussed and recommendations made;</p> <p>b) PPC Meeting held on 13th February 2018 under Minute No. 07/LDPPCM/02/2017/2018: Presentation, Observation, Recommendation and Approval of Building Plans and Field Work Report. 124 titling applications, 1 sub-division, 1 building plan were considered by the committee; and</p> <p>c) PPC Meeting held on 12th June 2018. A total of 3 building plan applications, 10 sub division applications and 383 land titling applications were discussed and considered.</p> <p>However, Lwengo District Physical Planning Committee lacks a Physical Planner in Private Sector and Inadequate funding also hampers regular sitting of the Committee to approve development applications.</p>	<p>1</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was evidence that Lwengo DLG District Physical Planning Committee Meeting Minutes were submitted to MoLHUD as follows:</p> <p>a) 1st Set for the meeting dated 16th January 2018 were submitted on 15th February 2018; and</p> <p>b) 2nd set of meeting held on 13th February 2018 were submitted on 17th July 2018.</p> <p>The above covers all the meetings held in the FY 2017/18 since the Physical Planning Committee commenced in November 2017.</p>	<p>1</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>Lwengo DLG had no Approved Physical Development Plan to guide infrastructure investments in the district.</p>	<p>0</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>Lwengo DLG had no Action Area Plan in place.</p>	<p>0</p>
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The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

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

There was evidence that priorities in the AWP were based on the outcomes of the Budget Conference that was held on 26th October 2017 at Mbirizi Catholic Church Hall, Lwengo TC. Minutes and the report were seen dated 12th December 2017 includes the following projects which were also reflected in the AWP for Lwengo DLG:

Water Projects included:

- a) Construction of mini solar powered boreholes;
- b) Construction of rain water harvesting tanks;
- c) Extension of piped water system;
- d) Drilling of deep and shallow boreholes (hand pump and motorised) in sub counties; and
- e) Rehabilitation of boreholes in sub counties.

Education Projects include:

- a) Construction of classroom blocks and lined pit latrines at various primary schools;
- b) Construction of 3 Teachers' houses; and
- c) Construction of 15 No. stance lined pit latrines.

Roads Projects included:

- a) Routine mechanised maintenance and rehabilitation of 79.8 km; and
- b) Routine labour based maintenance and rehabilitation of 300.2 km.

Health sector projects included:

- a) Construction of staff houses and Renovation of Health Centres, OPD, Wards, Clinical Rooms etc. at health facilities.

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>There was evidence that the following Capital Investments contained in the approved AWP were also reflected in the approved Five-Year Development Plan (2015/16 – 2019/20) for Lwengo DLG. These include:</p> <p>Water Projects included:</p> <ol style="list-style-type: none"> Renovation of rain water harvesting system; Construction of rain water harvesting tanks; Drilling of deep and shallow boreholes (hand pump and motorised) in sub counties; and Rehabilitation of boreholes in sub counties. <p>Education Projects include:</p> <ol style="list-style-type: none"> Construction and Rehabilitation of lined Pit Latrines at Nantungo, Mbirizi, Nkokonjeru and Katuuro Primary schools in the district; Construction of classroom blocks at various primary schools; and Construction of Teachers' houses. <p>Roads Projects included:</p> <ol style="list-style-type: none"> Routine mechanised maintenance and rehabilitation of 79.8 km; and Routine labour based maintenance and rehabilitation of 300.2 km. <p>Health sector projects included:</p> <ol style="list-style-type: none"> Construction of staff houses at Kasana HC II; and Construction and Renovation of Health Centre facilities such as Mortuary at Kiwangala HC IV, Kyazanga HC IV, OPD, Wards, Clinical Rooms etc. at health facilities. 	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>Project profiles were seen in the 5 Year Development Plan (2015/16 – 2019/20) and were discussed by TPC as per LG Planning guidelines as below:</p> <p>a) TPC Meeting held on 23rd July 2018 at Lwengo District Headquarters under Minute No. 06/LWG/TPC/05/2018: Presentation of Departmental 4th Quarter Reports of 2017/18;</p> <p>b) TPC Meeting held on 11th June 2018 at Lwengo District Headquarters under Minute No. 06/LWG/TPC/05/2018: Departmental Status Reports on Implementation of 2017/18 Activities and Projects;</p> <p>c) TPC Meeting held on 05th May 2018 at Lwengo District Headquarters under Minute No. 06/DTPC/April/2018: Presentation and Discussion of Departmental Reports; and</p> <p>d) TPC Meeting held on 21st March 2018 at Lwengo District Headquarters under Minute No. 01/DTPC/March/2018: Presentation and Discussion of Departmental Work Plans.</p>	<p>2</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>The Annual Statistical Abstract for Lwengo DLG, with gender-disaggregated data was compiled and presented to the TPC to support budget allocation and decision-making on 28th August 2018 under Minute No. 05/DTPC/LWG/08/2018: Presentation of District Statistical Abstract, held at Lwengo District Headquarters.</p> <p>The Annual Statistical Abstract Report dated 23rd August 2018 was also submitted to UBoS on 30th August 2018 as per letter dated August 30th 2018, Ref. No. CR/D/212/1.</p>	<p>1</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>There was evidence that the following infrastructure projects implemented by Lwengo DLG and contained in the AWP were also reflected in the budget approved by council as follows:</p> <p>Education Projects</p> <p>a) Construction of 5 Stance Pit Latrine at St. Kizito Malongo, Lusaka Pentecostal and Misenyi Primary Schools; and</p> <p>b) Construction of 6 No. 2 Classroom Blocks, Office and Store at Lyangoma, Kalisizo and Kaikolongo Primary Schools.</p> <p>Roads Projects</p> <p>a) Routine maintenance of 33 km of urban unpaved roads; and</p> <p>b) Routine maintenance of 276 km of District Roads.</p> <p>Water Projects</p> <p>a) Construction of 3 Valley Tanks in Malongo, Lwengo and Kyazanga sub counties;</p> <p>b) Construction of 4 No. Community Rainwater Harvesting Tanks of 50 M3 at Bijaaba Islamic Primary School; 30 M3 in Malongo, Kyazanga, Lwengo and Ndagwe sub counties;</p> <p>c) Construction of 1 mini-solar powered borehole in Kyassonko in Kisseka sub county;</p> <p>d) Renovation and rehabilitation of 24 No. deep boreholes; and</p> <p>e) Rehabilitation of rainwater harvesting system at Lwengo District Headquarters.</p> <p>Health Projects</p> <p>a) No health projects were implemented in the FY 2017/18 since Lwengo DLG did not receive PHC Funds as had been communicated by Central Government.</p>	2
<p>Investment activities in the previous FY were implemented</p>	<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per 	<p>There was evidence that Investment Projects implemented by Lwengo DLG were completed by the end of the FY and Work Plan as indicated by the completion dates and Certificates availed to the Assessment Team.</p>	4

as per AWP.
Maximum 6
points on this
performance
measure.

work plan by end
for FY.

- o 100%: score 4
- o 80-99%: score
2
- o Below 80%: 0

Education Projects

a) Construction of 5 Stance Pit Latrine at St. Kizito Malongo Primary School by M/s Baiha Investments Limited. Start Date: 04th January 2018. Completion Date: 31st May 2018;

b) Construction of 2 Classroom Block, Office, Store and Supply of 36 No. 3 Seater Desks at Kalisizo Primary School. Start Date: 01st November 2017. Completion Date: 09th January 2018;

c) Construction of 5 Stance Pit Latrine at Misenyi Primary School. Start Date: 06th March 2018. Completion Date: 03rd April 2018;

d) Construction of 2 Classroom Block, Office and Store at Lyangoma Primary School. Start Date: 04th January 2018. Completion Date: 23rd June 2018;

e) Construction of 5 Stance Pit Latrine at Lusaka Pentecostal Primary School. Start Date: 04th January 2018. Completion Date: 13th June 2018; and

f) Construction of 2 Classroom Block, Office, Store at Kaikolongo Primary School in Malongo Sub County. Start Date: 04th January 2018. Completion Date: 29th May 2018.

Roads Projects

a) Routine maintenance of 33 km of urban unpaved roads; and

b) Routine maintenance of 276 km of District Roads.

Water Projects

a) Construction of 50 M3 Masonry Community Rainwater Harvesting Tank in Bijaaba LC I in Kyazanga Sub County by M/s Laina Designers and Civil Engineering Services Limited. Start Date: 24th January 2018. Completion Date: 24th April 2018;

b) Construction of 50 M3 Masonry Community Rainwater Harvesting Tank in Kyevvunikidde LC I in Lwengo Sub County by M/s Pasue Enterprises Limited. Start Date: 04th January 2018. Completion Date: 10th May 2018; and

c) Construction of 30 M3 Community Rainwater Harvesting Tanks at Kyamatafaali LC I in Ndaggwe sub county by M/s Majoka Bereau Company Limited. Start Date: 04th January 2018. Completion Date: 22nd March 2018.

		<p>Health Projects</p> <p>a) No health projects were implemented in the FY 2017/18 since Lwengo DLG did not receive PHC Funds.</p>	
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>There was evidence from Completion Certificates that all investment projects implemented by Lwengo DLG in the previous FY were completed within approved budget as follows:</p> <p>Education Projects</p> <p>a) Construction of 5 Stance Pit Latrine at St. Kizito Malongo Primary School. Start Date: 04th January 2018. Completion Date: 31st May 2018. Budget was UGX 20,000,000 and the actual payment was UGX 19,906,246, thus 99.53%;</p> <p>b) Construction of 2 Classroom Block, Office, Store and Supply of 36 No. 3 Seater Desks at Kalisizo Primary School. Start Date: 01st November 2017. Completion Date: 09th January 2018. Budget was UGX 63,000,000 and the actual payment was UGX 61,999,235, thus 98.41%;</p> <p>c) Construction of 5 Stance Pit Latrine at Misenyi Primary School. Start Date: 06th March 2018. Completion Date: 03rd April 2018. Budget was UGX 20,000,000 and the actual payment was UGX 19,990,380, thus 99.95%;</p> <p>d) Construction of 2 Classroom Block, Office and Store at Lyangoma Primary School. Start Date: 04th January 2018. Completion Date: 23rd June 2018. Budget was UGX 63,000,000 and the actual payment was UGX 62,986,208, thus 99.97%;</p> <p>e) Construction of 5 Stance Pit Latrine at Lusaka Pentecostal Primary School. Start Date: 04th January 2018. Completion Date: 13th June 2018. Budget was UGX 20,000,000 and the actual payment was UGX 19,999,348, thus 99.99%; and</p> <p>f) Construction of 2 Classroom Block, Office, Store at Kaikolongo Primary School in Malongo Sub County. Start Date: 04th January 2018. Completion Date: 29th May 2018. Budget was UGX 63,000,000 and the actual payment was UGX 61,995,930, thus 98.40%.</p> <p>Health Projects</p> <p>No health projects were implemented since Lwengo DLG did not receive PHC Funds for FY 2017/18.</p>	<p>2</p>

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>There was evidence that Lwengo DLG budget for O&M was UGX 567,424,000. This was spent as follows:</p> <p>a) Rehabilitation and maintenance of Lwengo District Roads was UGX 541,916,000;</p> <p>b) Rehabilitation of Education Projects (toilets and classroom blocks) was UGX 4,800,000; and</p> <p>c) Rehabilitation of boreholes and rainwater harvesting tanks was UGX 20,708,000.</p>	<p>2</p>
<p>Human Resource Management</p>			
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>HoDs positions substantively filled included;</p> <p>District Community Development Officer appointed on 4/01/2018, Principal Human Resource Officer appointed on 6/04/2018, Senior Engineering Officer appointed on 17/02/2014, Principal Internal Auditor appointed on 4/01/2018, Principal Planner appointed on 20/10/2014, Senior Commercial Officer appointed on 4/01/2018, CFO appointed on 4/01/2018, DEO appointed on 12/05/2015, Principal Assistant Secretary appointed on 23/01/2012, Senior Environmental Officer appointed on 20/10/2014 and Principal Agricultural Officer appointed on 26/03/2009.</p> <p>However, Deputy Chief Administrative Officer, District Engineer, District Production Officer, District Natural Resources Officer, District Planner, District Health officer and District Commercial officer were in acting capacity at the time of this assessment.</p> <p>Source of information: Personnel files and the approved and adopted staff structure 2017 from MoPS dated 18/07/2017, Ref: ARC/135/306/01.</p>	<p>0</p>

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>All the HoDs that were substantively appointed and those in acting capacity were all appraised by CAO during the previous FY 2017/2018 as per the standard guidelines.</p> <p>Dates of signing performance Agreement 2018/2019 and Annual Performance Reports 2017/2018 were as follows:</p> <p>District Community Development Officer on 26/07/2018 and 11/09/2018, Principal Human Resource Officer on 1/07/2018 and 10/08/2018, Senior Engineering Officer on 10/07/2018 and 11/09/2018, Principal Internal Auditor on 5/07/2018 and 23/08/2018, Senior Commercial Officer on 10/07/2018 and 25/07/2018, DHO on 3/07/2018, CFO on 3/07/2018 and 1/08/2018, DEO on 30/07/2018 and 16/07/2018, Principal Assistant Secretary on 3/07/2018 and 4/09/2018, Senior Environmental Officer on 31/07/2018 and 22/08/2018, and Principal Agricultural Officer on 20/07/2018.</p> <p>Copies of dully signed performance Agreements and Annual Performance Assessment reports by CAO were available in individual files.</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>DSC considered all CAO's submissions for recruitment. CAO's submissions dated 15/08/2017 and 20/09/2017 were considered in DSC minute 45/2017 (LDSC) and minute 48/2017 (LDSC) held on 17th, 21st, 22nd, 30th, November 2017 and 5th, 6th, 13th, 14th, December 2017. CAO's Submissions dated 19th/04/2018, 24th/01/2018, 15th/02/2018 and 20th/02/2018 were considered under DSC Minute 08/2018 (LDSC) and Min 10/2018 (LDSC) held on 3rd, 4th, 5th, 6th, 23rd, 24th, 30th, April 2018, 3rd, 8th May 2018 and 1st June 2018. CAO's submissions dated 22/02/2018, 15/02/2018, 24/01/2018, 23/01/2018 were considered under DSC Minute 01/2018 (LDSC) and Minute 02/2018 of meetings held on 9th, 13th, 15th, 28th, and 29th march 2018. CAO's submissions of 18th /06/2018 and 18th /04/2018 were considered under DSC Minute 29/2018 (LDSC) and Minute 32/2018 (LDSC) of meetings held on 21st and 22nd June 2018.</p>	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>DSC considered all CAO's submissions for Confirmation in FY 2017/18. CAO's submissions dated 21/12/2017, 19/12/2017, 15/01/2018 and 18/01/2018 were considered in DSC Minute extract 04/2018 (LDSC) of meetings held on 9th, 13th, 15th, 28th, and 29th march 2018.</p>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>DSC considered all CAO's submissions for Disciplinary Actions. CAO's submissions dated 31/10/2017, 8/02/2018, 22/02/2018 and 19/03/2018 were considered as per minute 11/2018 (LDSC), Minute 13/2018 (LDSC) and Minute 15/2018 (LDSC) of meetings held on 3rd, 4th, 5th, 6th, 23rd, 24th, 30th, April 2018, 3rd, 8th May 2018 and 1st June 2018. CAO's submissions dated 18/04/2018, 13/02/2018, 9/05/2018 and 31/05/2018 were considered under DSC Minute 27/2018 (LDSC), Minute 28/2018 and Minute 29/2018 (LDSC) of meetings held on 21st and 22nd June 2018.</p>	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>According to the list of successfully selected candidates from Secretary DSC to CAO dated 9th/May/2018, No.DSC/516/1, Copies of appointment letters and assumption of duties issued to recruited staff and individual payslips available, all staff recruited in FY 2017/2018 accessed payroll within two months after appointment.</p> <p>Source of information: personnel files and individual payslips.</p>	<p>3</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>From the list provided, 11 staff retired in FY 2017/2018 as follows; senior clinical officer retired on 1st/07/2017 and accessed payroll in March 2018, Enrolled Nurse retired on 1st/09/2017 and accessed payroll in April 2018, Head teachers (5) retired on 3/10/2017, 28/10/2017, 15/12/2017, 14/02/2018 and 26/08/2017 and accessed payroll in March, April, May and June 2018. Senior Education Assistants (2) retired on 11/11/2017 and 10/06/2018 and accessed payroll in June 2018, Assistant Education officer Grade II retired on 31/03/2018 and Education Officer retired on 20/07/2018 and both accessed payroll in June 2018.</p> <p>Some pensioners accessed payroll after two months.</p>	<p>0</p>
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Revenue Mobilization

<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> •• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>Actual Local Revenue collections for FY 2016/17 (as per audited final accounts) – Shs. 251,229,382</p> <p>Actual Local Revenue collections for FY 2017/18 (as per unaudited final accounts) – Shs. 186,998,695</p> <p>Decrease of Shs. 64,230,687 representing 25% under-performance.</p>	<p>0</p>
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<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total Local Revenue Planned/Budgeted for FY 2017/2018 - Shs. 428,967,000</p> <p>Actual Local Revenue collections during FY 2017/2018 - Shs. 186,998,695</p> <p>Performance represents 44.1% revenue collection ratio that is more than 10%. Revenue estimates were revised to Shs. 186,998,695 to represent the actual collections. This also indicated low credibility of the budget.</p> <p>Challenges to achieving planned revenue targets included the following:-</p> <p>(a) Creation of Kinoni T/C out of Kisekka S/C that affected the revenue from the banana and daily markets</p> <p>(b) Abolition of Taxi park fees</p> <p>(c) Quarantine for foot and mouth cow disease that resulted in closure of 2 markets</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Actual Local Revenue collections for FY 2016/17 - Shs. 251,229,382 and Total transfers to the 8 LLGs for FY 2017/18 was Shs. 31,054,392 vide voucher no. 3042 dated 6th November 2017 and evidenced from the sharing statements obtained as evidence.</p> <p>This represented 12% remittance of previous years' revenue compared to mandatory 65%.</p> <p>- LG was advised to obtain acknowledgement receipts from the LLGs for these remittances.</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>Total Council allowances for 22 members @ Shs. 150,000 for 12 sittings held during the FY2017/18 - Shs. 39,200,000 evidenced all payment vouchers obtained for the FY 2017/18.</p> <p>Total Local Revenue - FY2016/17 - Shs. 251,229,382.</p> <p>As percent of OSR = 15.6% which is lower than the prescribed 20%.</p>	<p>2</p>
<p>Procurement and contract management</p>			

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The LG has substantive Senior procurement and procurement officers with appointment letters. Senior Procurement Officer was appointed on 10/08/2017, Ref: CR/D/003; Minute No. 29/2017 (LDSC) (1). The procurement officer was appointed on 04/01/2018, Ref: CR/D/282; Minute No. 46/2017 (LDSC) (K).</p>	<p>2</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>The TEC produced and submitted reports to the contracts committee for FY 2017/2018 as evidenced from the following reports. The reports were signed by the district Engineer, The Water Officer and the Inspector of Schools. For example:</p> <ol style="list-style-type: none"> Evaluation report on the construction of Lwengo district administration block, Phase III, submitted on 11/10/2017. The reports were signed by the district Engineer, The Finance Officer and the Inspector of Schools and The Evaluation report on the construction of a 50m3 masonry tank at Katovu, Malongo S/county, on 9/11/2017. The reports were signed by the district Engineer, The Water Officer and the Inspector of Schools. 	<p>1</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations. The minutes were endorsed by the Head PDU and Chairperson, contracts committee. Following are examples:</p> <ol style="list-style-type: none"> Contracts Committee FY 2017/2018 held on 17/10/2017 at N. M. Hotel Mbirizi at 11:33am. Agenda no. 5: Request for approval of evaluation reports for the works and supplies under open bidding. Min: 00005/DCC/17-18 and The contracts committee meeting on 17/11/2017, at the district headquarters at 12:15; Agenda no. 5: request for approval of the construction of 50m3 masonry tank at Katovu. Min 00005/DCC/17-18. 	<p>1</p>

The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for

the previous FY:
score 2

a) Basing on the consolidated procurement plan and disposal plan for the current FY, all the 25 infrastructure projects covered the approved annual work plan and budget. Evidence was from a sample of infrastructure projects from the district consolidated PDP FY 2018/19, Ref. CR/154, dated 22/6/18, endorsed by the PPDA, and cross-checked in current FY- approved AWP and Budget. For example:

1. Two projects in the consolidated PDP under Item 3 in the education sector: a) Construction of 2 classroom block and store at Kasana P/S, and b) the construction of 2-classrrom block and store at Busubi COPE P/S. In the AWP the projects were covered under activity I, and in the budget, pages 47 and 46 under function 078180 (classroom construction and rehabilitation) and output 312101 (non-residential building) and

2. The water and sanitation sector projects, item 3 in the PDP, the project on drilling and installation of a mini solar borehole at Nakateete, Kiseka /S/county project was covered in Item 6 of the AWP, and on page 62 the project budgeted under water department, function 098183 on borehole drilling and rehabilitation and item on building and construction-boreholes-208.

b) A sample of actual procurement made in 2017/2018 showed that the LG made procurements as per plan. For example:

1. LWEN599/wrks/17-18/00002: the construction of 2 classroom block office and store at Kalisizo P/S was covered on the procurement plan, Activity 1;

2. LWEN 599/wrks/17-18/00001; the construction of administration block phase B III was covered under activity n. 8 in the Procurement plan and

3. LWEN 599/wrks/17-18/00006; the construction of a mini-solar powered borehole at Kyasonko was covered under item 4 in the Procurement plan.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>From the updated contracts register of FY 18/19, a total of 9 (75%) out of investment/infrastructure projects had their bid documents prepared by August 30.</p>	<p>0</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>Evidence obtained from the procurement office showed that the LG had updated contract register and that only 12 out of 26 procurements activity files for FY 2017/2018 were completed. Below is a sample of 3 completed files.</p> <ol style="list-style-type: none"> 1. LWEN 599/wrks/17-18/00002; Construction of a 2 classroom block office and store at Kalisizo P/S 2. LWEN 599/wrks/17-18/00001; Construction of administration block phase BIII. 3. LWEN 599/wrks/17-18/00006; Construction a mini-solar powered borehole at Kyasonko <p>All the completed procurement activity files comprised of key elements including PP Forms, record of opening, evaluation report, bid securities, tender award, and acceptance of tender award, copy of agreement and a copy of bidding document.</p>	<p>2</p>

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

Maximum 6 points on this performance measure.

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

Evidence that the LG adhered with procurement thresholds was obtained from a sample of 5 projects the Procurement Plan FY 2017/2018. The estimated project cost, procurement method, dates of contract signing and completion and the source of funding were all included. For example:

1. LWEN 599/wrks/17-18/00002: Construction of a two classroom office and store at Kalisizo P/S; warded on 31/10/2017; Contract Price UGX 61, 990, 235/=; open domestic bidding;
2. LWEN 599/wrks/17-18/00003: Construction of 2 classroom block office and store at Kikolongo; awarded on 31/10/2017; Contract price UGX 61,995,930/=; open domestic bidding;
3. LWEN 599/wrks/17-18/00010: Construction of a 5-stance pit latrine at St. Kizito P/S in Malongo S/county; awarded on 27/11/17; Contract price UGX 16,059,850/=; selective bidding;
4. Ref. No. LWEN 599/wrks/17-18/00018: Construction of a 50m3 masonry tank at Kyenvumikidde; awarded on 27/11/2017; Contract price UGX 22,099,223/=; selective bidding and
5. Ref. No. LWEN 599/wrks/17-18/00021: Construction of a 30m3 masonry tank at Kyamatafari in Malongo; awarded on 27/11/2017; Contract price UGX 11,112,017/=; selective bidding.

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>From a sample of projects implemented in FY 2017/208, all works were certified with the certificate of works, Form 8. The certificates were signed and stamped by the district engineer and/or the district water officer. The certifications were accompanied with evidence on the status of the projects in form of photographs. For example:</p> <ol style="list-style-type: none"> Certification was issued on 29/5/18 for Project Ref. No. LWEN 599/wrks/17-18/00010: Construction of a 5-stance pit latrine at St. Kizito P/S, Malongo S/county; signed and stamped by District Engineer on 29/5/2018; Certification was issued on 29/5/18 for Project Ref. No. LWEN 599/wrks/17-18/00021: Construction of a 30m3 brick masonry tank at Kyamatafari; signed and stamped by District Engineer on 22/3/2018; Certification was issued on 29/5/18 for Project Ref. No. LWEN599/wrks/17-18/00018: Construction of a 50m3 brick masonry tank at Kyenvunikidde village, Lwengo S/County; signed and stamped by District Engineer on 10/5/2018 and DWO on 16/5/2018 and Certification was issued on 29/5/18 for Project Ref. No. LWEN 599/wrks/17-18/00015: Construction of a 50m3 brick masonry tank at Bijaaba village, Kyazanga S/county; signed and stamped by District Engineer on 23/5/2018 and DWO on 25/5/2018. 	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>No site boards were installed at the time of this assessment. Contracts were awarded on 15/8/2018; agreements had been signed. Implementation awaited a launching ceremony of all the stakeholders.</p>	<p>0</p>
<p>Financial management</p>			

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The LG maintained 16 bank accounts of the following types: - 1 Revenue, 11 Expenditure and 4 project accounts. Evidence obtained from the manual cash-books indicated that all accounts for the FY 2017/18 had been reconciled to 30th June 2018.</p> <p>For the FY 2018/19, all accounts had been reconciled till 31st August 2018 except for the General Fund account that had been reconciled to 31st July 2018.</p>	<p>4</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>LG effected payment to suppliers on time and sampled invoices indicated none exceeded 2 months delay.</p> <p>(1) Payment for Security services – Request made on 11-May-2018, Approved by CAO on 31-May-2018; Paid on 06-Jun-2018, Vr. No 5466 of Shs. 600,000 i.f.o Muzinda Deus</p> <p>(2) Supply of Fuel – Payment requests dated 17-Nov and 19-Dec 2018 were approved by the PAS on the 27-Nov and 19-Dec 2018; Paid on 24-Jan-2018</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Mr. Atukwase Bernard was appointed as Senior Accountant (Scale U3U) but was re-designated as Principal Internal as per DSC Min. No. 46/2017/(LDSC) (b) and CAO's letter dated 4th January 2017 ref: CR/D/156/1.</p>	<p>1</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>3 quarterly Internal Audit reports had been published and submitted to the Speaker/CAO/Audit Committee on the following dates as per copies obtained:</p> <p>1st Quarter (Sep-2017) submitted on 15th Oct 2017: 1 query was raised and responded to</p> <p>2nd Quarter (Dec-2017) submitted on 15th Feb 2018 : 1 query was raised and responded to</p> <p>3rd Quarter (Mar-2018) submitted on 11th Jul 2018 : 1 query was raised and responded to</p> <p>4th Quarter (Jun-2018) was NOT yet submitted by 17-Sep-2018</p> <p>The reports were not produced within the 30 days after the end of the quarter as required due to the following reasons: -</p> <p>a) Staff taking leave for the 3rd quarter of FY 2017/18.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of</p> <p>internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>LG had published 3 of the 4 quarterly Internal Audit reports and there was NO evidence that the reports had been submitted to Council but 2 of these had been discussed. These reports were received at the Central Registry therefore no acknowledgement by the Secretary LG PAC was evidenced.</p> <p>IA was advised to review procedures for submission to ensure they obtain acknowledgements of receipt by Secretary to LG PAC.</p> <p>There should be clear guidelines on the submission of these quarterly IA reports.</p>	<p>0</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>LG PAC had met to discuss 2 of the 3 IA reports on the following dates: -</p> <ul style="list-style-type: none"> - 1st Quarter report on 26-Mar-2018 - 2nd Quarter report on 12-June-2018 <p>However, there were NO formal minutes of council meeting to evidence the discussions by the LG PAC of the Internal Audit reports.</p> <p>A meeting to discuss the 3rd qtr report was scheduled for the 25-Sep-2018 as evidenced from the invitation letter dated 14th September 2018.</p>	<p>0</p>
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>A manual Fixed Assets Register was maintained as of 30th June 2018 in the format prescribed in the accounting manual for all the types of assets that included Vehicles, Equipment and Furniture (Sample registers were obtained).</p>	<p>4</p>
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Lwengo District Local Government had an unqualified audit opinion as per Auditor General's Report for FY 2017/2018.</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>There was evidence that Lwengo DLG Council met and discussed service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY on the following dates:</p> <p>a) Meeting on 25th May 2018 at Gooma Gardens, Kinoni Town Council under Minute No. 06/LDC/05/2018: Presentation and Discussion of Committee Reports;</p> <p>Minute No. 08/LDC/05/2018: Presentation and Approval of Procurement Plan FY 2018/19; and</p> <p>Minute No. 09/LDC/04/2018: Presentation and Approval of Draft Budget FY 2018/19.</p> <p>b) Meeting on 28th March 2018 at District Headquarters under Minute No. 06/LDC/04/2018: Presentation and Discussion of Standing Committee Reports;</p> <p>Minute No. 08/LDC/04/2018: Laying of Draft Budget for FY 2018/19; and</p> <p>Minute No. 08/LDC/04/2018: Presentation and Discussion of Procurement Plan for FY 2018/19.</p> <p>c) Meeting on 22nd February 2018 at District Headquarters under Minute No. 06/LDC/02/2018: Presentation and Discussion of Standing Committee Reports;</p> <p>d) Meeting on 20th December 2017 at District Headquarters under Minute No. 06/LDC/12/2017: Presentation and Discussion of Standing Committee Reports;</p> <p>e) Meeting on 04th October 2018, at District Headquarters under Minute No. 06/LDC/10/2018: Presentation and Discussion of Council Standing Committee Reports; and</p> <p>f) On 24th August 2017, at District Headquarters under Minute No. 07/LDC/08/2017: Discussion of Sectoral Committee Reports.</p>
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<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>There was evidence in form of a Letter from the CAO dated 22nd January 2018, Ref. No. CR/D/161/2, appointing Mr Ssekabira Peters – Senior Records Officer to handle all grievances and complaints from the public.</p>	<p>1</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>Lwengo DLG had a complaints register that commenced on 06th April 2016. The register captures all details of the complaint including the Reference Numbers, Names of the Complainant, date, location and telephone numbers, details of the complaint and Action taken among others.</p> <p>Lwengo DLG E-mail: caolwengo@gmail.com; lwengodistrict@gmail.com were also availed to the public for handling complaints.</p> <p>Investigation results are communicated to the complainant. Any aggrieved persons are referred to Lwengo Police Station and IGG's office in Masaka.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>There was evidence that Payroll Register and Pensioner Schedule dated August 2018 were displayed on Lwengo District Local Government Public Notice Board.</p>	<p>2</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>There was evidence that the Procurement Plan and awarded contracts together with the award amounts dated 27th July 2018 were published and pinned on the Procurement Notice Board for Lwengo DLG. Detailed information was also available in Lwengo District Local Government Procurement File.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>There was evidence that Lwengo LG Performance Assessment results and implications were discussed during Lwengo DLG Technical Planning Committee Meeting that took place on 23rd July 2018 at Lwengo DLG Headquarters, under Minute No. 05/LWG/TPC/05/2016: Dissemination of Local Government Assessment Report and disseminated to Heads of Departments on their Group Forum.</p>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence in form of Letters through which Lwengo DLG communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY as follows:</p> <p>a) Letter dated 26th September 2016, Ref. No. CR/158/1: Budget Framework Papers and distribution of Preliminary Budget Estimates for FY 2017/18 to: All Senior Assistant Secretaries (Sub County Chiefs); All Town Clerks in Lwengo DLG and All Heads of Departments in Lwengo DLG;</p> <p>b) Letter dated 10th August 2017, Ref. No. CR/D/218/1: Public Accounts Committee Reports for 1st and 2nd Quarter FY 2016/17 to: All Senior Assistant Secretaries (Sub County Chiefs), All Town Clerks in Lwengo DLG and All Heads of Departments in Lwengo DLG;</p> <p>c) Letter dated 30th October 2017, Ref. No. CR/D/213/2: Finalisation of the 2nd Five Year Development Plan (2015/16 – 219/20) and Preparation of Sector Inputs into the FY 2018/19 Budget Framework Paper;</p> <p>d) Letter dated 23rd November 2017, Ref. No. CR/D/218/1: Finalisation and Approval of Projects for the FY 2017/18 to All Town Clerks;</p> <p>e) Letter dated 19th July 2018, Ref. No. CR/D/218/1: Operationalising Katovu Town Council, FY 2018/19;</p> <p>f) Letter dated 05th October 2017, Ref. No. CR/D/213/2: Generation of Proposed Projects and Activities for FY 2018/19 to: All Senior Assistant Secretaries (Sub County Chiefs); All Town Clerks in Lwengo DLG and All Heads of Departments in Lwengo DLG; and</p> <p>g) Guidelines were also put on Lwengo DLG website: www.lwengo.go.ug.</p>	
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<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was evidence that one (1 No.) Baraza was held on 20th June 2018 under the Theme: Combatting Corruption from Civil Servants in Service Delivery.</p>	<p>1</p>
<p>Social and environmental safeguards</p>			
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>Evidence that the district GFP and CDO provided guidance and support to water sector was from the minutes of the District Technical Planning Committee held on 21/3/2018 at the district headquarters. Agenda no. 5: Presentation on gender mainstreaming by the GFP; Min/01/DTPC/March/2018, page 8. The minutes were signed by the district planner/secretary and the CAO.</p>	<p>2</p>

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>From the Gender and Community Work plan and Budget estimates for F/Y 18/19, gender mainstreaming activities include, function 221002 (3,113,662) and 282101 (151, 498, 210), children and youth services, function 282101 (262,548,612) and support for disabled and elderly, function 221002 (1,266,891).</p> <p>Basing on the annual progress report, No. CD/1053/1, dated 20/8/2018 and, section 9 of the LG work plan: Community Based Services, page 24, section B (ii), 100%% of the FY 2017/2018 for gender activities/vulnerability/social inclusion were implemented.</p>	2
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>Evidence that environmental screening was carried out and mitigation measures were planned and budgeted for was obtained from the following sample of the filled environmental and social screening forms (ESSF) Environmental indicating mitigation measures, cost estimates for both the mitigation plan and monitoring plan and planned outputs, and endorsed by environmental officer. For example:</p> <ol style="list-style-type: none"> 1. Road construction of Kinoni-Kakinga-Nkunyu Road, Kisseka S/county, signed on 8/12/2014; 2. Construction of Lwentale-Kyampalakata Mudala Road, Malongo S/county, 10/12/2014; 3. Construction of Mbirizi-Kiwangala Road, 8/12/2014; 4. Construction of Kitooro-Kaikorongo Road, Kyazanga/Malongo S/counties, 10/12/2014 and 5. Construction of Mbirizi-Kiryankuyege-Nakanyeni Road, Lwengo T/C, Kiseeka /County, 13/12/2014. 	1

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>Basing on the following sample of contract bid files, environmental and social management and health and safety plans were integrated in contract bid documents in the bills of quantities (BOQ). The BOQ were signed and stamped by the contractor. For example:</p> <ol style="list-style-type: none"> LWEN 599/wrks/17-18/00015: Construction of 50m3 masonry tank at Bijaaba, Kyazanga S/C; BOQ, Item no. F6; Laina designs and civil engineering on 16/8/2017; LWEN 599/wrks/17-18/00016: Construction of a 50m3 capacity brick masonry tank at Katovu, Malongo S/county; BOQ Item no. F6; Pasue Enterprises on 23/10/2017; LWEN 599/wrks/17-18/00018: Construction of a 50m3 capacity brick masonry tank at Kyinvunikidde, Lwengo S/county; BOQ Item no. F6; Pasue Enterprises on 23/10/2017; LWEN 599/wrks/17-18/00002: Construction of a 2-classroom block, office and store at Kalisizo P/S; BOQ Item M; Solum Contractors Ltd on 19/9/2017 and LWEN 599/wrks/17-18/00006: Construction and installation of a 1mini-solar power borehole at Kyassonko P/S in Kisekka S/C; BOQ Item 6; Activity Schedule, Item 14, Laina designers and civil engineering on 19/9/2017. 	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>Evidence that all projects are implemented on land where LG has proof of ownership was obtained from a sample of letters agreements by the land owners to the LG. For example:</p> <ol style="list-style-type: none"> On 9/3/2017 an agreement to offer a piece of land for construction of borehole by Mr. Ddungu stamped by Kyinvunikidde LC I, Kalisizo parish; On 8/9/2017 an agreement to offer a piece of land for drilling of a well by Kawombe Fransis, Katovu Central LC 1, Katovu Parish, Malongo S/county; On 31/10/2016 a release letter for land for borehole construction by Rev. Fr. Kakumba Anthony of St. John Mary Parish. The letter was addressed to the CAO; On 15/8/2017 an agreement to offer a piece of land for constructing a dam by Sam Lusiba, Ramanyonyi /Kyamagonya and On 2/11/2016 an agreement to offer a piece of land to a school by Mbale Mabilizi, Kasozi C/U P/S. 	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>ESM Certification Forms, dated 27/5/2018 for completed projects indicating the description of the mitigation measures prescribed, amount percent of works done, value in Ug. Shs. percent coverage and remarks on status of project implementation were duly signed and stamped by the Senior Environment Officer on 28/5/2018. For example:</p> <ol style="list-style-type: none"> Certificate no. NRC/18/5/2018: Construction on 50m3 brick masonry tank; Certificate no. NRC/12/5/2018: Drilling of borehole in Lwengo-Kyanangazi; Certificate no. NRC/17/5/2018: Construction of motorised borehole at Lubaale village, Kyazanga S/county; Certificate no. NRC/16/5/2018: Drilling of borehole in Lwengo-Kajjalubanda and Certificate no. NRC/16/5/2018: Drilling of borehole in Lwengo-Nkukutte 	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>The contract payment certificated were signed and stamped the contractor, and the CAO, the user department officer and the environment Officer as evidence for environmental and social clearance. For example:</p> <ol style="list-style-type: none"> Interim certificate no. NRC/18/5/2018: Construction on 50m3 brick masonry tank, dated 27/5/2017; Certificate no. NRC/12/5/2018: Drilling of borehole in Lwengo-Kyanangazi; Certificate no. NRC/17/5/2018: Construction of motorised borehole at Lubaale village, Kyazanga S/county; Certificate no. NRC/16/5/2018: Drilling of borehole in Lwengo-Kajjalubanda and Certificate no. NRC/16/5/2018: Drilling of borehole in Lwengo-Nkukutte. 	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>Evidence was based on Monitoring Environmental Inspection Reports covering several projects for UTSEP/World Bank project schools, Ref. no. CD/1053/1. For example, a sample of schools listed in the report included Rwekishugi P/S, Lubaale P/S, Birunnuma P/S, Kassana Bataka P/S, Nakateete Baptist P/S. Independent reports were produced by both the Environment Officer and the CDO. For example, environmental and social inspection reports dated 19/3/2018 on several projects were addressed to the Project Manager of Lwengo UTSEP project and were separately signed by the District Environment officer and the CDO. Environmental report highlighted environmental concerns, actions to be undertaken, mitigation measures, remarks on deviations, and provided pictorial illustrations. A report on social safeguards highlighted issues of child abuse, workers health and safety, among others.</p>	<p>1</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>There was 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 within the current budget of 10,547,978,000/-</p> <p>Source of information:</p> <ul style="list-style-type: none"> - Performance contract. - School lists. - Staff lists. 	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>There was 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) in the 134 schools for the current FY.</p> <p>Evidence was confirmed in the schools visited where a head teacher and at least 7 teachers per school were deployed.</p> <ul style="list-style-type: none"> - Lwebidaali Moslem P.S.- 1 head teacher and 7 teachers. - St Joseph Kinoni P. S. -1 head teacher and 22 teachers. - Kakolongo P. S. – 1 Head teacher and 7 teachers. 	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <p>o If 100%: score 6</p> <p>o If 80 - 99%: score 3</p> <p>o If below 80%: score 0</p>	<p>Evidence gathered indicated that the LG has filled the structure by 92.9% primary teachers (1,301 out of the 1,399 teachers required) within the existing wage bill.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>There was evidence for the LG Education Department approved structure with two inspectors both of whom were substantively filled, as per the staffing structure in the DEOs office. The two were: the Senior Inspector of Schools and an Inspector of Schools (IS). These are within the wage bill provision.</p>	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>There was evidence of a recruitment plan from the DEO for the current FY 2018/19 submitted to CAO on 02/07/2017 with Ref Educ 305/2.</p>	<p>2</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>There was no need for recruitment of inspectors because all positions for inspectors had been filled as per staff structure and budget.</p>	<p>2</p>
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Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>There was evidence that the Education Department appraised the 2 inspectors of schools as follows;</p> <p>Senior Inspector of Schools Appointed on 28/09/2011 was appraised on 13/08/2018. While the Inspector of Schools was appointed on 17/12/2015 and appraised on 13/08/2018. i.e. 100%.</p> <p>Source of information: Personnel files.</p>	<p>3</p>
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<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>12 school Head teachers were sampled out of 132 as follows:</p> <p>Head teachers of Kasana S.D.A P/S, Bigando P/S and Kabwami P/S signed Performance Agreements on 10/04/2018 and Performance Reports on 5/01/2018, 18/12/2017 and 5/01/2018 respectively. Also Head teachers of Mbirizi Muslim, Kabalungi P/S, and Mbirizi R/C signed Performance Agreements on 15/03/2018 and Performance reports on 15/01/2018. While Head teachers of Kiwangala P/S, Bukumbula P/S and Namulanda P/S signed Performance reports on 22/01/2018 and Performance Agreement on 14/02/2018, 2/03/2018 and 28/02/2018 respectively. Head teachers of Kalyamenvu P/S, Kengwe P/S and Bijaaba B.Cope signed Performance Agreement on 20/02/2018 and Performance reports on 15/01/2018.</p> <p>From the information in the Bound booklets 90% of Head teachers were appraised.</p> <p>Source of information: Bound booklets with signed Performance Agreements 2018 and Performance reports 2017.</p>	<p>3</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>Evidence on file in the office of the DEO affirms that Guidelines, Circulars and Policies by the national level for the previous FY were communicated to schools. MoES Circular on Guidelines on School Charges of 24/10/2017 Ref ADM/48/315/01 from the PS/MoES was communicated to schools by the DEO on 26.10.2017.</p> <p>Adherence to School Calendar Circular No 8/2017 Ref ADM/137/235/01 of 09/05/2017 originated by Nsumba Lyazi DE/MoES for PS/MoES was circulated to schools as an attachment to the DEOs communication to schools of 13.05.2017</p> <p>Circular for enforcing Closure of illegal schools Ref ADM 104/212/01 of 26/03/2018 from PS/MoES to districts, was circulated by the DEO as an attachment to schools on 30/03/2018.</p> <p>Celebrating Hand Washing Day 2018, the circular originated from the CE/Basic Education MoES Dr Dan Nkaada for PS/MoES Ref ADM/164/04 of 20/08/2018 was received in District Registry on 22.08.2018 and forwarded to schools as attachment to DEO's communication to schools on 22/08/2018.</p> <p>Copies of these circulars were also found in the sample schools visited Lwebidaali P.S, Bishop Ddungu P. S, St Joseph Kinoni P. S. and Kakolongo P. S.</p>	<p>1</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>Reports and minutes from beginning of term meetings held with head teachers in the district give evidence of explanations and sensitisation of schools' head teachers on guidelines, circulars and policies as they are declared including issues of school feeding. As an example at a meeting held at Mbirizi Moslem P. S. on 01/02/2018 there was information passed regarding:</p> <p>I. Performance Contracts,</p> <p>II. Timely submission of enrollments and staff lists;</p> <p>III. Submission of appraisal documents on time.</p> <p>End of Term 2 Head Teacher's meeting of 22/08/2018 at Bishop Ssenyonjo P. S. a circular on School Feeding and adherence to the School Calendar were discussed in the meeting.</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"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Inspection files in the DEO's office and reports by the District Inspector of Schools from inspections done by staff in the department do give confirmation that all 134 government primary schools were inspected at least once every term. The private schools (licenced and registered) that were inspected were 10 in Term I, 24 in Term II, and 12 in Term III. Giving a total of 46 of the 68 licenced and registered private schools inspected for the year. The inspections conducted were 448 out of a total of 472 inspections that were to be conducted. Giving a percentage representation of 94.9% of the required inspections made.</p>	<p>10</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>Evidence from minutes of staff meetings of inspectors and the DEO availed at the DEOs office Min/05/EDUC/08/2017 where they discussed inspection reports for Qtr I,II and III 2017/2018 indicated that staff in the Education Department do review recommendations generated from the inspections and take action.</p>	<p>4</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>Evidence gathered from samples of 5 Inspection reports of the 134 schools for Quarter I, II, and III were seen as evidence of the inspection function in the district.</p> <p>Summarized and compiled School Inspection Reports were submitted to DES on the following dates:</p> <ul style="list-style-type: none"> - The Term III report for 2017 was submitted on 06/01/2018 at DES Kyambogo by Mulindwa Joseph and was received by Kirenda Winnie who stamped the acknowledgement note. - Reports for Term I and Term II 2018 were submitted together on 07/09/2018 to DES and acknowledgement of receipt given on the same date. <p>Evidence justified by acknowledgement notes in DEOs office that were stamped by DES for receipt of the reports</p>	<p>2</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>The evidence that inspection recommendations are followed up were clear from the head teachers meeting in the sampled schools as follows:</p> <p>Construction of a 7 classroom block with offices at Lwebidaali Moslem P. S. followed earlier inspection reports that stressed the sorry state of the school that required urgent attention.</p> <p>Apparently at time of assessment, the school was operating in tarpaulin structures and other classes were under trees as the construction was still on-going.</p>	4
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>Evidence gathered indicated that the LG hasn't submitted accurate consistent data pertaining to list of schools in the district. LG has 134 Public Schools, EMIS indicates a total of 134 government schools.</p>	5
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The LG Education Department has not submitted accurate consistent enrolment data. LG has a total of 57,983 pupils and EMIS has a total of 67,195.</p>	0
<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"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the Social Services Committee responsible for Community Development, Health, Education, Production, Trade and Industry, Natural Resources met and discussed service delivery issues including inspection, Performance Assessment results and LG PAC Reports on the following dates:</p> <p>a) Meeting on 22nd May 2018 at District Headquarters under Minute No. 04/LDSSC/05/2018: Presentation and Discussion of Budget for FY 2018/19;</p> <p>b) Meeting on 22nd March 2018 at Lwengo District Headquarters under Minute No. 04/LDSSC/04/2018: Presentation and Discussion of Sector Work Plans;</p> <p>c) Meeting on 29th January 2018 at Lwengo District Headquarters under Minute No. 03/LDSSC/01/2018: Presentation and Discussion of Sectoral Reports; and</p> <p>d) Meeting on 16th October 2017 at Lwengo District Headquarters under Minute No. 04/LDSSC/09/2017: Presentation and Discussion of Departmental Reports.</p>	
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<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that Lwengo Education Sector Committee presented issues that required approval by Lwengo DLG Council during the following Council meetings:</p> <p>a) Meeting on 25th May 2018 at Gooma Gardens, Kinoni Town Council under Minute No. 06/LDC/05/2018: Presentation and Discussion of Committee Reports;</p> <p>Minute No. 08/LDC/05/2018: Presentation and Approval of Procurement Plan FY 2018/19; and</p> <p>Minute No. 09/LDC/04/2018: Presentation and Approval of Draft Budget FY 2018/19.</p> <p>b) Meeting on 28th March 2018 at District Headquarters under Minute No. 06/LDC/04/2018: Presentation and Discussion of Standing Committee Reports;</p> <p>Minute No. 08/LDC/04/2018: Laying of Draft Budget for FY 2018/19; and</p> <p>Minute No. 08/LDC/04/2018: Presentation and Discussion of Procurement Plan for FY 2018/19.</p> <p>c) Meeting on 22nd February 2018 at District Headquarters under Minute No. 06/LDC/02/2018: Presentation and Discussion of Standing Committee Reports;</p> <p>d) Meeting on 20th December 2017 at District Headquarters under Minute No. 06/LDC/12/2017: Presentation and Discussion of Standing Committee Reports;</p> <p>e) Meeting on 04th October 2018, at District Headquarters under Minute No. 06/LDC/10/2018: Presentation and Discussion of Council Standing Committee Reports; and</p> <p>f) Meeting on 24th August 2017, at District Headquarters under Minute No. 07/LDC/08/2017: Discussion of Sectoral Committee Reports.</p>	
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<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There was evidence that all schools in Lwengo DLG had functional SMCs that had held meetings and submitted copies of their minutes to the DEOs office. This was derived from the following sampled schools:</p> <p>a) SMC for Lwebidaali Muslim P.S. held their Term III meeting on 25th Sept 2017 with 9 members in attendance, Term II meeting was held on 13th June 2018 with all 12 members in attendance while Term I meeting was held on 22nd February 2018 where 9 members attended;</p> <p>b) SMC for St. Joseph Kinoni P.S. held their meetings on 01st September 2017; 21st February 2018; 10th June 2018 and 13th August 2018; and</p> <p>c) SMC for Kaikorongo P.S. held their meetings on 02nd October 2017 for Term III where 9 people attended, Term 1 Meeting on 02nd March 2018 while Term II meeting was held on 26th July 2018.</p>	<p>5</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>There was evidence that the LG Education Department publicised all schools receiving non- wage recurrent grants by posting on the Public Notice Board on a wall at the entrance to the Education Office.</p> <p>The same information was posted in visited schools.</p> <p>Lwebidaali Moslem P. S. –Ug Shs 1,220,346/- This was in Head teacher’s office as the school structures were temporary.</p> <p>St Joseph Kinoni P.S.-Term I Ug Shs 2,512,055/= and Term II Ug Shs 2,436,024/=</p> <p>Kakolongo P. S.-Ug Shs 1,270,176/=</p>	<p>3</p>
<p>Procurement and contract management</p>			

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>There was evidence for the sector submission of a Procurement Plan for FY 2017/2018 to the CAO for approval on 18/05/2018, Ref Educ 305/0. The submission was later forwarded to PDU and received by the Procurement Officer on the same date. The procurement plan though was not submitted to PDU on time, the submission date was after April 30th.</p> <p>The submission had eight items:</p> <ul style="list-style-type: none"> - 2 for construction of 2 classroom blocks in 2 schools. - 2 latrine blocks in 2 schools. - Some renovation works at St Kizito Malongo P. S. - a request for fuel. - Stationery - Repairs to a motor vehicle. <p>All requests had an operational time frame clearly spread out in the four quarters of the year.</p>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>LG had certified and initiated payment for supplies on time. 2 sampled contracts and payment requests sampled indicated that the DEO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of selected schools in Lwengo DLG Interim certificate dated 14-Mar-2018; Approved by District Engineer on 20-Apr-2018; Paid on 24-Apr-2018 vide Vr. No. 5314 Shs. 143,953,563 i.f.o P&D Traders and Contractors</p> <p>(2) Construction of 5 Stance Lined Pit Latrines at Misenyi P/S – Request for payment on 02-Apr-2018; Approved by DEO on 09-Apr-2018; Paid on 17-Apr-2018 Vr. No. 5310 Shs. 18,990,861 i.f.o Tripau Engineering Services</p>	<p>3</p>

<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>There was evidence that the Education Department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner on 07th August 2018 for consolidation. This was beyond the required date of submission.</p>	<p>0</p>
<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> o If sector has no audit query <p>score 4</p> o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>Queries had been raised in the 1st, 2nd and 3rd quarterly IA reports and the DEO had provided implementation status as evidenced from the reports</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>There was evidence that the Local Government Education Department disseminated guidelines on how Senior Men and Women should provide guidance to girls and boys on matters of hygiene, reproductive health, life skills etc.</p> <p>Evidence was from copies of administrative notices from the DEO to schools Ref Educ 305/01 of 25/01/2018 and copied to the CAO, Social Services Secretary and Gender Focal Person. The notice was titled:</p> <p>'Guidelines for Senior Women and Men to Handle Gender Issues on School/Personal Hygiene and Sanitation'.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>There was evidence to confirm that the Education Department in partnership with the Gender Focal Person disseminated information and explained guidelines on: 'How to Manage Sanitation for Girls and PWDs in Primary Schools' at the beginning of term II meeting on 01/06/2017 and 35 Head Teachers attended.</p> <p>Source of information:</p> <p>A copy of the report of the training of Senior Men and Women Teachers and Head Teachers on 25.08.2017 at Kingo Sub County made by Justine Bukenya the Sub County Development Officer.</p>	<p>2</p>

LG Education Department has disseminated and promoted adherence to gender guidelines

Maximum 5 points for this performance measure

• Evidence that the School Management Committee meets the guideline on gender composition: score 1

There was evidence that the School Management Committees complied with the guideline on gender composition.

The School Management Committees in the District had just been constituted and in all schools they were compliant with gender composition requirements of two members being women on the Foundation Body representation. .

Source of Evidence:

A sample of 5 lists checked at the DEOs office from randomly selected files (Pink, yellow, blue, red and green files) had compliant memberships to gender composition. The lists of members in schools visited also were compliant.

Lwebidaali Moslem P.S. –Nakabiito Hafswa and Natukunda Shaida

St Joseph Kinoni P. S. Nalubega Bernadette, Nalongo Nannyonjo Annet, Namwanje Annet

Kakolongo P. S. ,- Natuhweera Judith and Atwebembire Caroline-

Bishop Ddngu P. S. - Sr Regina Nankya and Ms Namagembe Betty

<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): <p>score 1:</p>	<p>There was evidence that the LG Education Department in collaboration with Environment Department issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc):</p> <p>Source of evidence:</p> <ul style="list-style-type: none"> - Evidence was gathered from reports in schools visited where actions to be taken were discussed in school meetings e.g St Joseph Kinoni meeting of 17/04/2018 item No.4 there was discussion about the management of environment and sanitation around the school. - Communication from Environment Officer to DEO 22/01/2018 copied to the CAO. District was resourced to have tree nurseries and plant trees accordingly. 10,000 trees for schools for 1st rainy season in 2018. The department was to organise tree planting days and training for the management i.e. people to oversee to the growing of the planted trees The environment management activities included: <ul style="list-style-type: none"> - Planting of grass - Gutters and water harvesting - Rumps for challenged learners - Fencing for security - Wind breakers, shed and fruit trees <p>This was followed by the DEOs letter to schools about the same issue on 31/01/2018 Ref Educ 305/1 and copied to RDC, D/CP, CAO, SSS, and SEO</p>	
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<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>There was evidence to confirm that all school infrastructure projects were screened before approval for construction using the checklist for screening of projects in the budget guidelines. The risks were identified and the forms included mitigation actions.</p> <p>Source of evidence:</p> <p>A copy of an activity report for screening of the anticipated Education Projects was received from the office of the DEO. It originated from the Senior Environment Officer on 15/12/2017 and submitted to the CAO on the same date.</p> <p>The projects included 7 construction projects in schools.</p> <p>The report included environmental concerns identified, the mitigation plan, actions to be taken, cost estimates involved, monitoring indicators, when the monitoring was to be done and who should do it, and probable effects.</p> <p>The report was given to relevant staff for follow up actions.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>There was evidence that visits were made as evidenced from records in the school visitor's books. However there were no reports made to confirm the intent of the visits. It is difficult for one to tell whether mitigation plans were complied with.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>The LG had an approved health staff structure of 314 workers. The current wage bill supported 208 workers making 66% of staffing level.</p> <p>Also copy of Lwengo District Health Recruitment plan generated by the DHO Dr. Mutyogoma Joseph and received by Lwengo District Central Registry on 17th May 2018 was availed at DHOs office with vacant positions to be filled despite the total usage of the current wage bill.</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>A copy of a comprehensive Health Recruitment plan for Lwengo District Health Department for FY 2018/2019 dated 17th May 2018 generated by DHO to the CAO was seen at DHOs office. Vacancies for recruitment included Key positions like PMO, SMO Special Grade, MOs, Nursing Officers, Mid wives and some support staff positions.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>All the 16 (100%) Health In-charges were appraised in FY 2017/2018 as follows;</p> <p>In-charges for Kikenene H/CII appraised on 3rd/07/2018, Ssenya H/CII, Nakateete H/CII and Kisansala H/CII on 30th /08/2018, Naanywa H/CIII on 17/09/2018, Kyetume H/CIII on 26/07/2018, Kyazanga H/CIV on 6/07/2018, Kiwangala H/CIV on 17/08/2018, Kinoni H/CIII and Kasaana H/CII on 11/09/2018, Lwengo H/CIV on 31/07/2018, Kakoma H/CII on 3/08/2018, Lwengenyi H/CII on 14/09/2018, Kagganda H/CII on 31/08/2018, Katovu H/CIII and Kalegero H/CII on 10/07/2018.</p> <p>Source of information: personnel files and a list of In-charges from LDLG Directorate of Health Services.</p>	8
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>Health workers updated staff list on deployment availed at DHOs office was accurate and consistent with the list in PBS for the FY 2018/2019.</p> <p>Also Staff lists availed at sampled health facilities (Kyazanga HC IV, Katovu HC III, Kinoni HC III, Kyetume HC III) were also consistent with the PBS list despite a few transfers of some workers as seen at the DHOs office transfer files.</p>	4
Monitoring and Supervision			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>Only one guideline out of the three prioritised policies and guidelines from the MOH ie. Ministry of Health Sector grant and Budget guidelines to Local Government was availed at the DHOs office and some few copies were sent to some facilities as few copies were delivered from MoH by Dr Mutyogoma (DHO) as per the list of facilities that received these copies dated 23rd April 2018. Other priority policies like Policy strategies for improving Health Services delivery 2016-2021 and MoH guidelines for Local Government Planning Process for Health Sector supplement were not received by DHO and therefore not disseminated to facilities. However, other policies like the Uganda National Infection Prevention and Control were distributed to In-charges as seen on the distribution list at the DHOs office.</p>	0

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There were no minutes for meetings held for the prioritised policies/ circulars and guidelines at the DHOs office. However some minutes of meetings about other policies were seen including;</p> <p>Also a copy of report minutes dated 05th September 2017, was seen at DHOs office and among others discussed about new guidelines that were to be distributed to health facilities but it wasn't specific on which guidelines.</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Copies of quarterly support supervision reports (Quarter 1 not dated, Quarter 2 not dated, Quarter 3 dated 4th April 2018, and Quarter 4 not dated but all signed by the DHO Dr. Mutyogoma Joseph) availed at DHOs office showed that all HC IVs (Kyazanga HC IV, Lwengo HC IV, and Kiwangala HC IV) were supervised on quarterly basis as required. Lwengo District doesn't have a Hospital.</p>	<p>3</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>Copies of quarterly support supervisions availed including Bukoto South (Kiwangala HC IV) Quarter 2 dated 20th December 2017 showed that only 7 out of 12 Health facilities were supervised. There were no reports for other Quarters for Bukoto South HSD. Bukoto West (Kyazanga HC IV) Quarter 2 report dated 7th December 2017, Quarter 4 report dated 14th June 2018 showed that only 5 facilities out of 7 were supervised. Bukoto Mid West HSD reports were not availed at the DHOs office. These reports availed showed that a total of 12 out of 19 health facilities were supervised making 63% coverage of support supervision.</p>	<p>1</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>Copies of quarterly Support supervision reports (Quarter 1 not dated, Quarter 2 not dated, Quarter 3 dated 4th April 2018, & Quarter 4 not dated) seen at DHOs office and all signed by the DHO had recommendations generated by the supervising teams for each of the facilities supervised. These recommendations were also discussed and action points were generated as indicated in these reports.</p>	<p>4</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>There was no evidence that recommendations were followed up and specific activities undertaken by the supervising teams in all these reports availed at the DHOs office.</p>	<p>0</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>A copy of the list of health facilities seen at the DHOs office that were receiving PHC (24) were the same as those in the PBS (24). These health facilities (24) were also reflected in the HMIS reports submitted to MOH.</p>	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the Social Services Committee responsible for Community Development, Health, Education, Production, Trade and Industry, Natural Resources met and discussed service delivery issues including inspection, Performance Assessment results and LG PAC Reports on the following dates:</p> <p>a) Meeting on 22nd May 2018 at District Headquarters. Under Minute No. 04/LDSSC/05/2018: Presentation and Discussion of Budget for FY 2018/19;</p> <p>b) Meeting on 22nd March 2018 at Lwengo District Headquarters. Under Minute No. 04/LDSSC/04/2018: Presentation and Discussion of Sector Work Plans;</p> <p>c) Meeting on 29th January 2018 at Lwengo District Headquarters. Under Minute No. 03/LDSSC/01/2018: Presentation and Discussion of Sectoral Reports; and</p> <p>d) Meeting on 16th October 2017 at Lwengo District Headquarters. Under Minute No. 04/LDSSC/09/2017: Presentation and Discussion of Departmental Reports.</p>	
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The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

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

There was evidence that Lwengo Health Sector Committee presented issues that required approval by Lwengo DLG Council during the following Council meetings:

a) Meeting on 25th May 2018 at Gooma Gardens, Kinoni Town Council under Minute No. 06/LDC/05/2018: Presentation and Discussion of Committee Reports;

Minute No. 08/LDC/05/2018: Presentation and Approval of Procurement Plan FY 2018/19; and

Minute No. 09/LDC/04/2018: Presentation and Approval of Draft Budget FY 2018/19.

b) Meeting on 28th March 2018 at District Headquarters under Minute No. 06/LDC/04/2018: Presentation and Discussion of Standing Committee Reports;

Minute No. 08/LDC/04/2018: Laying of Draft Budget for FY 2018/19; and

Minute No. 08/LDC/04/2018: Presentation and Discussion of Procurement Plan for FY 2018/19.

c) Meeting on 22nd February 2018 at District Headquarters under Minute No. 06/LDC/02/2018: Presentation and Discussion of Standing Committee Reports;

d) Meeting on 20th December 2017 at District Headquarters under Minute No. 06/LDC/12/2017: Presentation and Discussion of Standing Committee Reports;

e) Meeting on 04th October 2018, at District Headquarters under Minute No. 06/LDC/10/2018: Presentation and Discussion of Council Standing Committee Reports; and

f) Meeting on 24th August 2017, at District Headquarters under Minute No. 07/LDC/08/2017: Discussion of Sectoral Committee Reports.

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<p>Copies of HUMC meeting minutes were availed in all the selected health facilities making 68.7% HUMC functionality (Kyazanga HC IV dated 30th August 2017,9th February 2018, 17th April 2018 (75%), Katovu HC III dated 7th July 2018 (25%), Kyetume HC III dated 4th October 2017, 22nd December 2017, 28th March 2018 and 12th June 2018 (100%) and Kinoni HC III dated 7th September 2017, 21st December 2017, 15th March 2018 (75%). This was an evidence that all selected facilities had established HUMC boards. These meetings were also NOT held regularly on quarterly basis as indicated by the available meeting minutes and their dates apart from Kyetume HC III. These meetings among others items on their agenda had PHC utilisation discussed. The mandatory HUMC meetings was standing at (75% + 25% + 100% + 75%) divided by 4 making 68.7%.</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"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>A copy of PHC fund distribution list of health facilities and funds releases for Quarter 1 FY 2017/18 were properly displayed on notice board of DHO.</p> <p>Also sampled facilities (Kyazanga HC IV, Katovu HC III, Kyetume HC III and Kinoni HC III had their PHC funds releases displayed on their notice boards.</p>	<p>4</p>
<p>Procurement and contract management</p>			

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>A copy of procurement plan seen at the DHOs office that was submitted to the DPU, was generated on 27th April 2018 by Dr Mutyogoma (DHO) and received by the Lwengo Central Registry on 27th April 2018.</p>	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>A copy of a procurement request dated 14th September 2018 generated by Dr Mutyogoma (DHO) and received by DPU on 14th September 2018 was seen at the DHOs office.</p>	<p>2</p>
<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>LG had certified and initiated payment for supplies on time. 2 payment requests sampled indicated that the DHO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Purchase of fuel – Request for payment on 02-Jul-2017; Approved by the DHO on 11-Jul-2017, Paid ON 13-Jul-2017 Shs. 1,560,000 i.f.o TOTAL (U) Ltd</p> <p>(2) Purchase of fuel – Supplied Jan – Mar 2018; Approved by the DHO on 06-Jun-2018; Paid on 28-Jun-2018 Shs. 1,588,000 vide Vr. No.399 i.f.o TOTAL (U) Ltd</p> <p>There were no Projects during the FY 2017/18 as there were no HPC funds released.</p>	<p>4</p>

Financial management and reporting			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>There was evidence that Health Department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner on 09th August 2018 for incorporation. This is beyond the required date of submission.</p>	<p>0</p>
<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>Queries had been raised in the 1st, 2nd and 3rd quarterly IA reports and the DHO had provided implementation status as evidenced from the reports.</p>	<p>2</p>
Social and environmental safeguards			

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>Lists of HUMC members seen in the selected health facilities and the attendance lists of members during the HUMC meetings showed composition of both females and males at an average of 50% females and 50% males. Sampled health facilities and their composition included Katovu HC III with 4 females with 3 males, Kyetume HC III 3 males with 4 females, Kinoni HC III with 4 females and 3 males, Kyazanga HC IV 5 females with 6 males making an average of 50% gender composition.</p>	<p>2</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>All sampled health facilities had no Sanitation management guidelines in place.</p> <p>However, they had pit latrines separating females and males.</p> <p>There was also a copy of Public Health Act at DHOs office.</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>There was no report availed to the Assessor about environmental screening for infrastructure projects.</p>	<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"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2 	<p>There was no evidence seen that the District Environment officer or District Community Development officer had visited the sites.</p>	<p>0</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>Segregation charts for medical waste management and colour coded bins for medical waste collection were seen in all the sampled health facilities (Kyazanga HCIV, Kinoni HC III, Katovu HC III and Kyetume HCIII).</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			

The DWO has targeted allocations to sub-counties with safe water coverage below the district average.

Maximum score 10 for this performance measure

- 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:

- o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10

- o If 80-99%: Score 7

- o If 60-79: Score 4

- o If below 60 %: Score 0

Lwengo has six rural sub counties including; Kkingo, Kiseka, Kyazanga, Lwengo, Malongo and Ndagwe.

The 2017 Water Supply Atlas and the Lwengo Annual Progress report indicate the district with average access to safe water of 72% while the sub counties were as follows; Kkigo and Kiseka 95%, Kyazanga 73%, Lwengo S/C 52%, Malongo 50% and Ndagwe 92%. Therefore, Malongo with 50% and Lwengo with 52% have access below the district average of 72%.

The Lwengo District AWP FY18/19 dated 16/07/18 indicated that the district targeted these 2 sub counties as follows;

1. Community Water Tanks (Malongo 01 (50m³) out of total 02, Lwengo 01 (30m³) of total 02) making a total of 2 out of 4 (50%).

2. Valley Tanks (00 in Malongo and 01 in Lwengo out of total planned of 02, making it 50%).

In terms of budget, a total of 135,099,695UgX which is only 33.8% of the total Capital Development of 399,247,056UgX has been allocated to the sub counties.

The above clearly indicates that the District water department has targeted the sub counties with access below the district average. However, the overall target falls below 60%.

The DWO indicated that most water points in these sub counties are mineralized and thus can't be considered for boreholes.

Secondly, Kiseka at 95% formerly had Kinoni Town under NWSC that made the percentage access above district average. However after making Kinoni a Town Council, there was need to consider the Kiseka S/C rural areas in the FY18/19.

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> <ul style="list-style-type: none"> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>According to AWP for FY17/18 dated Aug 15th 2017, the DW department targeted Malongo and Lwengo as follows;</p> <ol style="list-style-type: none"> 1. Community Water Tanks (Malongo 01 tank of 50m³ capacity and Lwengo 02 tanks of 30m³ and 50m³); 2. Valley Tanks with one each in Malongo and Lwengo of capacity 300m³; and 3. 09 Boreholes for rehabilitation with 06 in Malongo and 03 in Lwengo. <p>The Annual Progress Report FY17/18 dated 16th July 2018 indicated that all the planned projects above had been implemented.</p>	<p>15</p>
<p>Monitoring and Supervision</p>			
<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>There was evidence that all the WSS facilities were monitored. There were monitoring reports covering all the projects. The monitoring reports sampled included;</p> <ol style="list-style-type: none"> 1. Progressive Inspection Report for construction of water and sanitation facilities for FY17/18 dated 20th Dec 2017. 2. Final Inspection report for water sources dated 11th May 2018. 3. Report on the construction of 3,000m³ valley tank in Rwebusisi dated 12th April 2018-Malongo Sub county. 4. Report on construction of 3,000m³ valley tank in Lwetamu-Lwengo Sub County. 	<p>15</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>A report submitting Form one for new water and sanitation facilities (MIS forms) for the FY17/18 dated 07th Aug 2018 and acknowledged on the 09th Aug 2018 by the TSU indicated consistency in data as that in AWP and Annual Progress Report FY17/18.</p> <p>The projects in all submissions included;4.No community water tanks (50m3), 3.No brick masonry water tanks (30m3), one 5-stance latrine, one mini solar powered borehole and 3.No 3000m3 valley tanks.</p>	5
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The lists of projects undertaken was consistent in both sector MIS reports and PBS as verified in submission of Quarterly reports.</p>	5
<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>The sector submitted the department procurement plan for the FY18/19 for consideration to the PDU in time dated 23rd April 2018 which was within the targeted 30th April.</p>	4

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>There was no formal letter appointing contracts manager. However, there were contract management plans for individual projects implemented. Some of the plans seen included;</p> <ol style="list-style-type: none"> General Contract Management Plan dated 09/10/17; Plan for masonry water tanks dated 13/10/17; and Plan for Mini solar powered Boreholes dated 19/01/18. <p>File with site visits was also seen and verified for all 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"> If water and sanitation facilities constructed as per design(s): score 2 	<p>The projects BOQs were reviewed including; BOQs for 3 valley tanks, Kyetume lined pit latrine and Mini Solar powered Boreholes.</p> <p>The projects designs were collaborated with field visits to the 4 sampled facilities and found construction consistent with the BOQs. Some of the sites visited included; Lwetamu Valley Tank in Lwengo S/C, Kyetume lined pit latrine in Lwengo S/C, Katovu LCI community concrete masonry tank and Kyasonko Mini Powered Borehole in Kiseka S/C.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>There were several handover reports/letters seen in file. For example, handover of rainwater harvesting tank at Kasozi P/S in Lwengo S/C and Solar powered borehole at Kyassonko by Liana Designers and Civil Engineering Services Ltd.</p>	<p>2</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>The DWO certified all completed projects as verified from completion certificates seen in file.</p> <p>Final inspection reports were also prepared. Sampled copies included among others;</p> <ol style="list-style-type: none"> Final inspection report for Lubaale LC I Mini Solar powered borehole dated 16th May 2018. Final inspection report for siting, drilling, casting and installation of 04 boreholes dated 09th May 2018. 	<p>2</p>
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>LG had certified and initiated payment for supplies on time. 2 sampled contracts and payment requests sampled indicated that the DWO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of 30,000 litres brick masonry water tank at Nkona in Lwengo S/C – Request for payment d.d. 21-Mar-2018; Approved by DWO on 19-Apr-2018, Paid on 26-Apr-2018 vide Vr. No. 5091 Shs. 10,769,753 i.f.o Masoka Bereau Co. Ltd</p> <p>(2) Construction of 50,000 litres brick masonry water tank at Katovu in Malong S/C – Request for payment d.d. 26-Mar-2018; Approved by DWO on 13-Apr-2018, Paid on 17-Apr-2018 vide Vr. No. 5089 Shs. 19,889,300 i.f.o Pasue Enterprises Ltd</p>	<p>3</p>
<p>Financial management and reporting</p>			

<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>There was evidence that Water Department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner on 07th August 2018 for incorporation. This was beyond the required date of submission.</p>	<p>0</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>Queries had been raised in the 1st, 2nd and 3rd quarterly IA reports and the District Water Officer had provided implementation status as evidenced from the reports.</p>	<p>3</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>There was evidence that Lwengo DLG Finance, Planning and Administration Committee responsible for Water, Roads and Works, Human Resource, Administration, Planning, Finance and Audit, met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports on the following dates:</p> <p>a) Meeting on 22nd May 2018 at Lwengo District Headquarters. Under Minute No. 05/Fin/05/2018: Presentation and Discussion of Draft Budget for FY 2018/19;</p> <p>b) Meeting on 22nd March 2018 at Lwengo District Headquarters. Under Minute No. 05/Fin. Comm./03/2018: Presentation and Discussion of Departmental Work Plans, Budgets and Activity Reports for FY 2018/19;</p> <p>c) Meeting on 29th January 2018 at Lwengo District Headquarters. Under Minute No. 03/Fin. Comm./01/2018: Presentation and Discussion of 2nd Quarter Reports for FY 2017/18;</p> <p>d) Meeting on 27th July 2017 at Lwengo District Headquarters. Under Minute No. 04/FAC/07/2017: Presentation and Discussion of Sector Reports for 4th Quarter FY 2016/17; and</p> <p>e) Meeting on 20th September 2017 at Lwengo District Headquarters. Under Minute No. 03/Fin./09/2017: Presentation and Discussion of Departmental Reports for 1st Quarter FY 2017/18.</p>	
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<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>There was evidence that Lwengo Water Sector Committee presented issues that required approval by Lwengo DLG Council during the following Council meetings:</p> <p>a) Meeting on 25th May 2018 at Gooma Gardens, Kinoni Town Council under Minute No. 06/LDC/05/2018: Presentation and Discussion of Committee Reports;</p> <p>Minute No. 08/LDC/05/2018: Presentation and Approval of Procurement Plan FY 2018/19; and</p> <p>Minute No. 09/LDC/04/2018: Presentation and Approval of Draft Budget FY 2018/19.</p> <p>b) Meeting on 28th March 2018 at District Headquarters under Minute No. 06/LDC/04/2018: Presentation and Discussion of Standing Committee Reports;</p> <p>Minute No. 08/LDC/04/2018: Laying of Draft Budget for FY 2018/19; and</p> <p>Minute No. 08/LDC/04/2018: Presentation and Discussion of Procurement Plan for FY 2018/19.</p> <p>c) Meeting on 22nd February 2018 at District Headquarters under Minute No. 06/LDC/02/2018: Presentation and Discussion of Standing Committee Reports;</p> <p>d) Meeting on 20th December 2017 at District Headquarters under Minute No. 06/LDC/12/2017: Presentation and Discussion of Standing Committee Reports;</p> <p>e) Meeting on 04th October 2018, at District Headquarters under Minute No. 06/LDC/10/2018: Presentation and Discussion of Council Standing Committee Reports; and</p> <p>f) Meeting on 24th August 2017, at District Headquarters under Minute No. 07/LDC/08/2017: Discussion of Sectoral Committee Reports.</p>
<p>Maximum 6 for this performance measure</p>		

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>Notice board had information displayed including among others; Declaration of Funds for water sector dated 6th Nov 2017, generalized fund allocation for quarter one, best evaluated bidders for water projects, utilization of funds (releases Vs expenditures). There were also photos in computer indicating some of the information that had been removed from notice board.</p> <p>There was evidence of minutes from advocacy meetings. For example, seen were;</p> <ol style="list-style-type: none"> Minutes of advocacy meeting held on 31st Aug 2017 at RDC's office. Minutes of advocacy meeting held at sub county level on 30th Aug 2017. 	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>All four sampled projects including; Lwetamu Valley Tank in Lwengo S/C, Kyetume lined pit latrine in Lwengo S/C, Katovu LCI community concrete masonry tank and Kyasonko Mini Powered Borehole in Kiseka S/C had details of the project clearly labelled.</p> <p>All these projects clearly had the name of project and contractor, funder and date completed written on the project facility.</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"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>This information had been removed from the notice board following the expiry of display period and kept in the file. Bid acceptance letters were also kept in file. There was also evidence that these were displayed on the notice board as required.</p>	<p>2</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>Several community application forms for the FY18/19 were seen in file. Some of the applications seen among many included; Kyamatafali valley tank in Ndagwe S/C and Kibona Village community tank from Lwengo S/C.</p>	<p>1</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>Soft ware reports in the progress reports indicated establishment and training of water and sanitation committees. The reports indicated that these committees are existent and functional. Some of the reports to confirm this information included;</p> <ol style="list-style-type: none"> The report about training on water user committees for new water sources to be constructed in FY17/18 dated 15/01/17. The report about training on water user committee members for the selected water sources FY17/18 dated 29/11/17 <p>Field visits to sampled projects indicated presence of these committees and well managed facilities.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>All projects were screened and screening reports filed. The screening report was dated 30/10/2017. No EIA was required for all projects undertaken.</p>	<p>2</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>The District Environment Officer prepared Environmental and Social management plans.</p> <p>There was follow up on the implementation of these mitigation measures and certificates for successful implementation of mitigation measures issued to contractors.</p>	<p>1</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>Bid documents from successful contractors had Environmental protection clauses. Besides, the contracts entered into had a clause on environmental Protection. For example, sampled included;</p> <ol style="list-style-type: none"> Construction of 50m³ brick masonry tank at Kyinvunikidde by Pasue Enterprises Ltd Construction of 50m³ brick masonry tank at Bijjaba Village by Liana Designers and Civil Engineering Services Ltd. 	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Though all the WSCs had a woman taking up a key position, most committees had only one woman out of the total seven member committees. For example, the reports on training of water user committees for new water sources indicated presence of only one female on most committees for projects including; Lwetamu Valley tank, Nkoma village brick tank, Kyinvunikidde brick tank and Katovu brick masonry tank.</p>	<p>0</p>

<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The only constructed public sanitation facility at kyetume Lwengo S/C had separate stances for men and women and provisions for PWDs including ramp and handling support facilities in the latrine.</p>	<p>3</p>
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