



## Local Government Performance Assessment

Masindi Municipal Council

(Vote Code: 774)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	71%
Educational Performance Measures	74%
Health Performance Measures	75%
Water Performance Measures	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and:               <ul style="list-style-type: none"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<p>LG submitted APC on 1st August 2018 as per data at MOFPED. The extended deadline was 1st August 2018.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory of LG budget submissions, check whether:               <ul style="list-style-type: none"> <li>o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant.</li> </ul> </li> </ul>	<p>LG submitted the budget that includes the procurement plan for FY 2018/19 on 1st August 2018 as per data at MOFPED.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<p>LG submitted APR on 27th August 2018 as per PBS notification printout found at the Council.</p>	<p>No</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>Submission of the quarterly budget performance reports during FY 2017/2018.</p> <p>Quarter Date of submission Reference</p> <p>Quarter 01 28/05/2018 PBS print out at the Council</p> <p>Quarter 02 03/04/2018 PBS print out at the Council</p> <p>Quarter 03 09/05/2018 PBS print out at the Council</p> <p>Quarter 04 27/08/2018 PBS print out at the Council</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</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p>	<ul style="list-style-type: none"> <li>• Responses to the Internal Auditor General queries for 2016/17 were made in a letter dated 29th November 2017 and received by MOFPED, Auditor General and Internal Auditor General on 11th</li> </ul>	<p>Yes</p>

recommended the Accounting Officer to take action in lines with applicable laws.

- 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.

December 2017.

- Ten Queries were raised, all the queries were responded too and two are still outstanding as detailed below.
- 1-Delay of construction of VIP at Biizi Primary School. Done.
- 2-Operation of market at Kigulya Division. Done.
- 3- Un protected stream along Isimba Bakengere road. Outstanding
- 4-Road maintenance in Central Division. Done
- 5-Water Supply at Kirasa Health Centre. Outstanding
- 6-Staff Quarters Latrine Roof at Nyakitibwa Health Centre III that was blown off by the wind. Done.
- 7-Un accounted for funds amounting to 174,244,159. Done
- 8-Impassable Roads. Done
- 9-Low Recovery of Youth Livelihood Funds. Done
- 10-Un Accounted for funds amounting to 10,424,000. Done.
- Responses to the Auditor General queries for 2016/17 were made in a letter dated 17th May 2018 and received by Auditor General and Parliamentary LGPAC on 17th May 2018. There were 2 queries and both were responded too.
- 1-Non-Remittance of

		<p>30% shared revenue to Divisions amounting to 52,655,224. Done and completed on 6/4/2018.</p> <ul style="list-style-type: none"> <li>• 2-Un Prequalified Suppliers. Done, Wilza Company and City Cool Company prequalified by the District Contracts Committee under Min.06/MCC/16/17.</li> </ul>	
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The Auditor General Report for 2017/18, Local Governments Unqualified Audit Opinion Schedule for Hoima Branch No. 45, for December 2018.</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>There was a functional physical planning committee as evidenced by:</p> <ul style="list-style-type: none"> <li>i. The letter by Town Clerk appointing 10 members to the Urban Physical Planning Committee of Masindi Municipal Council by the Town Clerk, e.g. appointment letter of Mr. Edema Stephen as Chairperson of the Committee.</li> <li>ii. Building plan register.</li> </ul>	1
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>The DLG submitted four (4) sets of Minutes of the District Physical Planning Committee Meeting to the Ministry of Lands Housing and Urban Development (Office of the Commissioner Physical Planning Department) as shown hereunder:</p> <ul style="list-style-type: none"> <li>i. Minutes of meeting held on 7th and 9th March 2017, submitted on 13th June 2018.</li> <li>ii. Minutes of meeting held on 12th and 13th September 2017, submitted on 13th June 2018.</li> <li>iii. Minutes of meeting held on 21st June and 28th July 2017, submitted on 13th June 2018</li> <li>iv. Minutes of meeting held on 21st, 29th and 30th November 2017, submitted on 13th June 2018.</li> </ul>	1

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>There was a Town Council Structure Plan (2008-2018) for Central Division. Infrastructure investments are consistent with the plan. E.g. the proposed health club, open bar, swimming pool, local kitchen, block plan &amp; gate to be constructed on Aston Drive Plot No. M2A &amp; M2B, Central Division submitted for approval were consistent with the structural plan which provided for Civic Centre in the said location.</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"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>Action area plan (Development Plan Document) for Kijura Trading Centre was presented during the assessment. The area action plan was sanctioned by Council vide Min. FC/98/03/2018: Action report by the Leader of Government Business” where a report on the launch of the preparation of the Masindi Physical Development Plan and detailed plan for was held on 01/03/2018.</p>	<p>1</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<p>Priorities in the AWP for FY 2018/19 were based on the outcomes of the Budget Conference as found in the “Report on Masindi Municipal Council Budget Conference dated 27th November 2017 as shown hereunder:</p> <p>1. Education:</p> <p>a. Construction of 2 classroom block at Kabalye Primary School as found at Annex 3 of the conference report at Page 2.</p> <p>2. Health:</p> <p>a. Construction of a maternity block at Katasenywa HC II as found in the AWP (Page 15) and Annex 1 (Page 3)</p>	<p>2</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.</li> </ul>	<p>Capital investments in the approved AWP for FY 2018/19 were derived from the 5year DDP as shown hereunder:</p> <p>i. Construction of an OPD Maternity ward for Katasenywa as a priority area was found in the Masindi Municipal Council Development Plan (2015/2016-2019/20-2020) (Page 185).</p>	<p>1</p>



<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>TPC meeting held on 7th August 2018 under Min. 07/08/2018: "Presentation and discussion of the Project Profiles for FY 2018/2019" considered investments that are found in the AWP e.g. construction of a maternity ward at Katasenywa HCII at the cost of UGX. 263,250,000/= as found in the project profile compendium for FY 2018/19 at Page 1.</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"> <li>• Annual statistical abstract, with gender- disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1.</li> </ul>	<p>Annual Statistical Abstract of FY 2018/19 dated July 2018 with gender dis-aggregated data is compiled.</p>	<p>1</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul>	<p>Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the Annual Work Plan and Budget approved by the LG Council.</p> <p>Education:</p> <p>Construction of 2 classroom block at Kabalye Settlement Primary School ( as found in Budget Conference report of 25 October 2016 Annex 1. Page 3) and AWP ( Page 2)</p> <p>Works and Technical Services:</p> <p>Tarmacking of Hospital Road as found in the Budget Conference report Annex 2 (Page 2) and AWP (Page 1 Work plan 7a: Roads and Engineering).</p>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</li> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul>	<p>All (31) investment projects were implemented during the year under review representing 100% performance as found in the Municipal Works Department and Planning report for FY 2017/18.</p>	<p>4</p>

<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>Out of the 5 sampled and implemented investment projects exclusive of those under roads and water as found in the APR shown here-under, all the investment project were completed within the approved budget Max 15% plus or minus during the year under review as represented by -5.5% budget performance.</p> <p>Education(5):</p> <p>i. Construct a 2 classroom block at Kabalye Settlement PS Budget (UGX. 74,000,000/=) and Expenditure(UGX. 74,000,000/=) 100% performance.</p> <p>ii. Emptying and Rehabilitation of latrines at (a)- Kabalye Settlement and(b) Kihuuba primary schools in Karujubu division (c) Kalyango primary school in Nyangahya Division kihande M and (d) Masindi Town Model primary schools in central division Budget(UGX. 4,339,000/=) and Expenditure (UGX. 1,895,000/=)</p>	2
<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>Budget for O&amp;M in FY 2017/2018 was UGX. 65,801,000/=. 100% of the budget was spent according to the Municipal Planners report.</p>	2
Human Resource Management			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>The following HoD' positions are not filled substantively out of the 8 Departments as per their municipal approved departmental structure</p> <ol style="list-style-type: none"> <li>1- Principal medical officer</li> <li>2- Municipal Engineer</li> <li>3- Senior physical planner</li> </ol> <p>Those filled substantively are:-</p> <ol style="list-style-type: none"> <li>1- Deputy TC - Head of administration</li> <li>2- Municipal Education officer</li> <li>3- Municipal community Development officer</li> </ol> <p>This makes 50% of positions filled</p> <ol style="list-style-type: none"> <li>4- Municipal Finance office</li> <li>5- Municipal head of Finance</li> <li>6- Municipal Production and Marketing officer</li> </ol> <p>Which is 66.7% filled</p>	<p>0</p>
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<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<ul style="list-style-type: none"> <li>100% of HoD's and acting HoDs, had been appraised by the Town clerk for the previous FY, as per the guidelines of MoPS (CIRCULAR STANDING INSTRUCTION NO1 OF 2016)</li> </ul> <p>Namely:-</p> <ol style="list-style-type: none"> <li>Principal medical officer</li> <li>Municipal Engineer</li> <li>Senior physical planner</li> <li>Municipal Education officer</li> <li>The Deputy T C and the head Administration is appraised by the ministry of Local government and had just been transferred there in March 2018</li> <li>Municipal community Development officer</li> <li>Municipal principal finance officer</li> <li>Production and marketing officer</li> </ol>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<ul style="list-style-type: none"> <li>100% of submissions to DSC for recruitment during 2017-2018</li> <li>Had been considered.</li> <li>There was a single submission for 5 vacancies under MMC/CR/161 considered under DSC min.18/2018</li> </ul> <p>Namely:-</p> <ol style="list-style-type: none"> <li>Mukaguzi Richard - Agriculture Assistant</li> <li>Walya Severin- Agriculture Assistant</li> <li>Isabirye Jeremiah- Agriculture Assistant</li> <li>Semboga Joshua - Agriculture Assistant</li> <li>Birungi Davis -Agriculture Assistant</li> </ol>	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<ul style="list-style-type: none"> <li>• There was no submission for confirmation in 2017-2018 FY</li> </ul>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of the disciplinary cases submitted to the DSC were considered:-</li> <li>• One submission for Nansubuga Eunice made on 4/9/2017 was considered under DSC/157/1 Vol 4</li> <li>• The second submission for Katushabe Faith and Asimwe Patrick was also considered under DSC/157/1 Vol 4</li> </ul>	<p>1</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<ul style="list-style-type: none"> <li>100% of staff recruited in previous financial year had accessed the pay roll with in two month as evidenced in the IPPS</li> </ul> <p>5 staff were recruited and they all accessed payroll with 2 month after appointment and posting instructions</p> <p>1-Mukaguzi Richard - Agriculture Assistant</p> <p>2- Walya Severin- Agriculture Assistant</p> <p>3- Isabirye Jeremiah- Agriculture Assistant</p> <p>4- Semboga Joshua - Agriculture Assistant</p> <p>5- Birungi Davis -Agriculture Assistant</p> <p>All appointed in May 2017 and accessed pay roll in July 2017 according to IPPS and their personal files</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"> <li>Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<p>Not all pensioners had accessed pensioner's pay roll with in two month, according to the pensioner's soft ware payroll .3 retired, 2 accessed but one didn't access the pensioners payroll within 2 months. They give an excuse that, the design/process for approving pension is largely not decentralised and there isn't much the municipality could do to speed up the pensioner's pay.</p>	<p>0</p>
<p>Revenue Mobilization</p>			

<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>•• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>• If the increase is from 5% -10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<ul style="list-style-type: none"> <li>• From the draft financial statements for FY2017/18, Page 7 (Statement of Financial Performance), Page 21, Note 2 Local Revenue, Page 28 Statement of Revenue collected during the year &amp; page 29 Statement of arrears of revenue. The Local revenue collected in 2016/17 was Ugx 1,533,685,000 and in 2017/18 it reduced to Ugx743, 798,961. This is a difference of Ugx 789,886,039 which translated into a 48.5% reduction. More effort needed to improve in this area.</li> </ul>	<p>0</p>
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<ul style="list-style-type: none"> <li>• From the Draft Financial Statements FY 2017/2108, pages 12 Statement of Appropriation Account, page 21 Note 2: Local Revenues, page 28 Statement of Revenue collected during the year and page 29 Statement of Arrears of Revenue, the Actual local revenue collected during the Financial Year amounted to Ugx 743,798,961 compared to the Original Budgeted figure of Ugx 1,346,245,500, this was a performance Ratio 55.2%. This is low and outside the acceptable range of +/-10%.</li> </ul>	<p>0</p>



Local revenue administration, allocation and transparency

Maximum 4 points on this performance measure.

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

• Sect 85 of LGA (1) “In the city and municipal councils, revenue shall be collected by the Division councils, and a division council shall retain 50 percent of all the revenue it collects in its area of jurisdiction and remit 50 percent to the city or municipal council.”

• (1B) “The city or municipal council may, with the concurrence of a division in its area of jurisdiction, collect revenue on behalf of the division.”

• In this regard (1B), the Municipal Collected Local Service Tax worth Ugx 152,579,450 that was supposed to be shared by the following Divisions

• Central Division

• Karujubu Division

• Nyangahya Division

• Kigulya Division

• At the time of Assessment there was evidence of remittance of only Ugx 25,636,624. No evidence was provided for the rest of Ugx 126,942,826 and therefore I could not confirm that there was full remittance and hence can't confirm full compliance.

• LGA- Fifth Schedule, Part V.

• 14 (1) “The minimum of 30 percent of the total revenue collected and remitted by all city or municipal divisions to a city or municipal shall be distributed as grants to Division councils based on a formula provided under sub regulation (4) of this regulation.”

• (2) “A city or municipal council shall distribute at least 30 percent of the total amount of its revenue collection to division councils in its area of jurisdiction on a monthly basis in accordance with the formula in sub regulation (4) of this regulation.”

• In Regard to 14 (1) & (2) above, the Municipal LG was supposed to remit 30% from its revenue of Ugx 743,798,961, back to Divisions worth Ugx 223,139,688. No evidence was availed as proof of this remittance. The LG did not comply here as well.

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>	<p>From the Audited Financial statement for 2016/17, page 47, Note 2: Local Revenue, the LG collected Ugx 1,533,685,000. Ugx 306,737,000 is the Equivalent of 20%.</p> <p>From the Draft Financial statements for 2017/18, Page 12 Statement of Appropriation Account, Statutory Expenditure incurred was Ugx 269,040,559 which is 17.5% of the Local Revenue of 2016/17.</p> <p>This was not higher than 20% of the Revenue Collected. The LG was compliant</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<p>Whereas a municipal council is required to have the position of a Procurement Officer and Assistant Procurement Officer, the LG had a Senior Procurement Officer appointed under DSC minute: 181/2011 on 03/11/2011 on transfer of service. This implies they had the capacity above the required to handle the procurement function.</p>	<p>2</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	<p>Reports of the Evaluation Committee were submitted to the Contracts Committee on during FY 2017/2018 the following dates 17/04/2018, 16/01/2018 and 23/01/2018</p>	<p>1</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	<p>From the TEC and Contracts committee minutes, it was established that the Contracts Committee considered recommendations of the TEC for example;</p> <ol style="list-style-type: none"> <li>1. Rehabilitation of library recommended and awarded to Algerma Engineering Services ltd at a contract sum of 6,999.300/= during TEC and contracts committee meetings that sat on 03/03/2017 and 17/04/2018 respectively.</li> <li>2. Repair of faulty solar street lights recommended and awarded to Build Globe ltd at a contract sum of 7,606,752/= during TEC and contracts committee meetings that sat on 03/03/2017 and 17/04/2018 respectively.</li> <li>3. Supply and installation of 6 solar street lights recommended and awarded to Broad ways Technical Engineering services at a contract sum of 55,963,728/= during TEC and contracts committee meetings that sat on 04/12/2017 and 16/01/2018 respectively.</li> <li>4. Construction of 2 classroom block with office at Kabalye settlement P/S recommended and awarded to Kona co. ltd at a contract sum of 69,558,979/= during TEC and contracts committee meetings that sat on 04/12/2017 and 23/01/2018 respectively.</li> <li>5. Town beautification project phase 2 recommended and awarded to Kamurungi Holdings ltd at a contract sum of 16,871,795/= during TEC and contracts committee meetings that sat on 19/01/2018 and 23/01/2018 respectively.</li> </ol>	<p>1</p>
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<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</li> </ul>	<p>a)The procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan for example;</p> <ol style="list-style-type: none"> <li>1. Construction of maternity ward at Katasenywa HC II appears in annual work plan page 43 and PDU plan.</li> <li>2. Construction of market stalls appears in annual work plan page 40 and PDU plan.</li> <li>3. Construction of latrines at Kigulya,Bulyango and KabalyeP/Ss. appears in annual work plan page 48 and PDU plan.</li> <li>4. Construction of staff house at katasenywa HC II appears in annual work plan page 43 and PDU plan.</li> <li>5. Construction of seed school at Kihuba appears in annual work plan page 51 and PDU plan. Etc..</li> </ol> <p>b) The LG made procurements in previous FY as per plan for example;</p> <ol style="list-style-type: none"> <li>1. Rehabilitation of library appears as item no.17 of PDU plan.</li> <li>2. Repair of faulty solar street lights appears as item no.25 of PDU plan.</li> <li>3. Supply and installation of 6 solar street lights appears as item no.25 of PDU plan.</li> <li>4. Construction of 2 classrooms block with office at Kabalye settlement P/S appears as item no.2 of PDU plan.</li> <li>5. Town beautification project phase 2 appears as item no.15 of PDU plan.</li> </ol>	
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<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2</li> </ul>	<p>The LG had not prepared any bid document for current FY projects at the time of assessment.</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"> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>Whereas the LG has an updated contracts register, all projects implemented during the previous FY had no complete procurement activity files. I.e. no completion certificates for all.</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"> <li>For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>	<p>The LG didn't adhere with procurement thresholds for some of the procurements. See examples below;</p> <ol style="list-style-type: none"> <li>1. Rehabilitation of library –Contracts sum – UGX 6,699,300 - selective bidding.</li> <li>2. Repair of faulty solar street lights –Contracts sum – UGX 7,606,752 - selective bidding.</li> <li>3. Supply and installation of 6 solar street lights – Contracts sum – UGX 55,963,728 - open bidding.</li> <li>4. Construction of 2 classroom block with office at Kabalye settlement P/S –Contracts sum – UGX 69,558,979 - Open bidding.</li> <li>5. Town beautification project phase 2–Contracts sum – UGX 16,871,795 - open bidding.</li> </ol>	<p>0</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2</li> </ul>	<p>All works projects implemented in the previous FY were appropriately certified – interim certification for all projects was based on technical supervision. For example;</p> <ol style="list-style-type: none"> <li>1. Rehabilitation of library. Engineer certified on 04/06/2018.</li> <li>2. Repair of faulty solar street lights. Engineer certified on 11/06/2018.</li> <li>3. Supply and installation of 6 solar street lights. Engineer certified on 14/03/2018.</li> <li>4. Construction of 2 classroom block with office at Kabalye settlement P/S. Engineer certified on 03/04/2018.</li> </ol>	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	<p>At the time of assessment, There were no projects implementation activities commenced for the current FY.</p>	<p>0</p>

Financial management			
<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<ul style="list-style-type: none"> <li>The LG is on IFMS and from the General Ledger Reconciliation Summary Reports run on 11th September 2018, the LG availed the reconciliation statements for June, July and August 2018, which were duly authenticated, therefore it was up-to-date at the time of Assessment.</li> </ul>	4
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>If the LG makes timely payment of suppliers during the previous FY               <ul style="list-style-type: none"> <li>– no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>From the Sample of payments made to vendors during the financial year, payments made to Kona Company Limited in regard to Construction of a classroom block with an office at Kabalye Settlement Primary School, worth Ugx 62,879,628, were made on time and mostly within two days of requisition.</li> </ul>	2
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>The LG has No Substantial Senior Auditor. The one acting in that position is MS Nyamaizi Alice who was appointed and confirmed as Internal Auditor as per Min. No.37/2013. She was then appointed Ag. Senior Internal Auditor as per letter from Town Clerk dated 16th May 2018.</li> </ul>	0

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The LG has produced all Quarterly Internal Audit Reports</p> <ul style="list-style-type: none"> <li>• Quarter 1 submitted on 30/10/2017</li> <li>• Quarter 2 submitted on 31/1/2018</li> <li>• Quarter 3 submitted on 30/4/2018</li> <li>• Quarter 4 submitted on 31/7/2018</li> </ul>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The LG PAC met on the following dates to discuss the Audit Reports</p> <p>Quarter 1 16th June 2018</p> <p>Quarter 2 18th June 2018</p> <p>Quarter 3 24th July 2018</p> <p>Quarter 4 scheduled for 6th September 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"> <li>• Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>The reports were submitted to CAO and LGPAC on these dates 30/10/2017, 31/1/2018, 9/5/2018 &amp; 31/7/2018</p> <p>Reviewed on the following dates:</p> <p>Quarter 1 16th June 2018</p> <p>Quarter 2 18th June 2018</p> <p>Quarter 3 24th July 2018</p> <p>Quarter 4 scheduled for 6th September 2018.....</p>	<p>1</p>



<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<ul style="list-style-type: none"> <li>• The LG maintains an Asset register in the approved format, however it's not up-to-date. From the Draft Financial Statements of FY 2017/18, Page 22 Note 8: Consumption of Property, Plant and Equipment (Fixed Assets), Page 25 Note 22: Property, Plant and Equipment and Page 35 Summary Statement of Stores and other Assets (Physical Assets), the additions during the FY worth Ugx 165,354,648 as detailed below, were not posted in the Register at the time of Assessment.</li> <li>• Non Residential Buildings Ugx 88,037,806</li> <li>• Machinery and Equipment Ugx 1,100,000</li> <li>• ICT Equipment Ugx 7,000,000</li> <li>• Furniture and Fittings Ugx 69,216,842</li> <li>• This rendered the Register not up to date.</li> </ul>	<p>0</p>
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• The Auditor General Report for 2017/18, Local Governments Unqualified Audit Opinion Schedule for Hoima Branch No. 45, for December 2018.</li> </ul>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul>	<p>The LG Council met and discussed service delivery related issues.</p> <p>The Municipal Council meeting held on 29th May 2018 met and discussed service delivery issues under Minute(s):</p> <p>a) Min. FC/112/05/2018: "Presentation of Committee Reports".</p> <p>b) Min. FC/113/05/2018: "Approval of Budget Estimates for FY 2018/2019".</p>	<p>2</p>

<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>The LG had a designated person to coordinate response to feedback as evidenced by the letter from CAO appointing Mr. Bahemuka Godfrey/Principal Community Development Officer of 3rd July 2018.</p>	<p>1</p>
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>The LG had a specified system for recording and response as evidenced by the Masindi Municipal Council Complaint Handling Procedure found published on the notice board at the administration block.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>• The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>The payroll for July 2018 and the pensioner schedules for August 2018 were found on the public notice board at the administration block.</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>Procurement plan for 2018/19 was found published at the Municipal Council Notice Board. Notice of awarded contract was found on display.</p>	<p>1</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<p>The LG published the performance assessment results for FY 2016/17 through dissemination on radio as evidenced by a report from the Principal Community Development Officer to the Town Clerk dated 28th June 2018.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>The HLG communicated and explained national guidelines and circulars as found in the “Technical Backstopping Report for LLGs for FY 2017-2018”.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	<p>LG conducted discussions with the public to provide feedback through community dialogue meeting (Baraza) held on 28th June 2018 as seen in the report to the Town Clerk from the Principal Community Development Officer.</p>	<p>1</p>
<p>Social and environmental safeguards</p>			

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.</li> </ul>	<p>The LG gender focal person and CDO provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities. For example;</p> <ol style="list-style-type: none"> <li>1. During a TPC meeting held on 09/01/2018, mentoring of technical staff on gender issues was done and an activity report on same was produced on 30/01/2018.</li> <li>2. During a TPC meeting held on 31/10/2017, a presentation of gender and equity intervention action plan for FY 2017/18 was done and presented for all departments and divisions.</li> </ol>	<p>2</p>
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2.</li> </ul>	<p>Whereas the gender focal point and CDO planned for activities to strengthen women's roles and address vulnerability and social inclusions for this current year. For example;</p> <p>From annual work plan page 125, they planned for;</p> <ol style="list-style-type: none"> <li>1. Two community sensitisation meetings on gender</li> <li>2. Training/mentoring on gender mainstreaming.</li> <li>3. Under the UWEP programme, a work plan was drawn and submitted to the line ministry on 13/08/2018, <p>From annual report, it was established that the gender mainstreaming budget wasn't implemented at least 90% i.e. budgeted 4M/= and actually spent 2.5M/= which is 63%.</p> </li></ol>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1</li> </ul>	<p>The environmental screening or EIA where appropriate, were carried out for, projects and plans and mitigation measures were planned and budgeted for. For example;</p> <ol style="list-style-type: none"> <li>1. Rehabilitation of library. EIA done on 21/07/2017.</li> <li>2. Repair of faulty solar street lights. EIA done on 25/07/2017.</li> <li>3. Supply and installation of 6 solar street lights. EIA done on 25/07/2017.</li> <li>4. Construction of 2 classroom block with office at Kabalye settlement P/S. EIA done on 28/07/2017.</li> <li>5. Town beautification project phase 2. EIA done on 21/07/2017.</li> </ol>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>The LG integrates environmental and social management and health and safety plans in the contract bid documents. For example;</p> <ol style="list-style-type: none"> <li>a. Rehabilitation of library. – Debris management.</li> <li>b. Supply and installation of 6 solar street lights. – System earthing at all solar lights</li> <li>c. Construction of 2 classroom block with office at Kabalye settlement P/S. – Trees and grass to be planted, cutting away debris, installation of lightening conductors.</li> <li>d. Town beautification project phase 2 – Environmental project in nature, public social sensitisation messages to be indicated on the board.</li> </ol>	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>All projects for previous FY were not implemented on public land as proof of ownership. For example; Construction of 2 classroom block with office at Kabalye settlement P/S, there was no land title or MoU between the LG and the school founding body</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>All completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO, for example;</p> <ol style="list-style-type: none"> <li>1. Rehabilitation of library. Certified on 14/06/2018.</li> <li>2. Repair of faulty solar street lights. Certified on 14/06/2018.</li> <li>3. Supply and installation of 6 solar street lights. Certified on 27/04/2018.</li> <li>4. Construction of 2 classroom block with office at Kabalye settlement P/S. Certified on 20/06/2018.</li> <li>5. Town beautification project phase 2. Certified on 15/06/2018. Etc..</li> </ol>	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>All the contract payment certificates included prior environmental and social clearance, for example;</p> <ol style="list-style-type: none"> <li>1. Rehabilitation of library. Cleared on 14/06/2018 and paid on 22/06/2018</li> <li>2. Repair of faulty solar street lights. Cleared on 14/06/2018 and paid on 11/06/2018.</li> <li>3. Supply and installation of 6 solar street lights. Cleared on 27/04/2018</li> <li>4. Construction of 2 classroom block with office at Kabalye settlement P/S. Cleared on 20/06/2018 and paid on 20/06/2018.</li> <li>5. Town beautification project phase 2. Cleared on 15/06/2018 and paid on 21/06/18. Etc..</li> </ol>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>The Environmental Officer and CDO monthly reports seen included completed checklists, deviations observed with pictures and corrective actions taken. For example monthly reports for individual projects were dated as follows;</p> <ol style="list-style-type: none"> <li>1. Rehabilitation of library. 26/04/2018,25/05/2018,11/06/2018</li> <li>2. Repair of faulty solar street lights. 27/04/2018,15/03/2018</li> <li>3. Supply and installation of 6 solar street lights. 26/03/2018, 27/04/2018.</li> <li>4. Construction of 2 classroom block with office at Kabalye settlement P/S. 20/03/2018, 24/05/2018, 24/04/2018.</li> <li>5. Town beautification project phase 2. 28/03/2018, 27/04/2018, 22/05/2018, 12/06/2018.</li> </ol>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>According to the performance contract 2018/2019, pg 107, LG budgeted a wage of 2.4 bn. for 366 staff in 29 p/s.</li> <li>366 teaching staff/29 schools= 12 teachers on average.</li> </ul>	4
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Basing on the staff/school list in MEO, the LG has deployed a head teacher and a minimum of 7 teachers verified by filled up structure- 366/366.</li> <li>Sampled schools indicate: Key SL- Staff List, FV- Field Verification. Masindi Town Model SL-13. FV-13; Katasenywa SL- 11, FV- 12; Masindi Army SL- 17, FV- 26; Masindi Public SL- 18, FV- 19; Kabalega COU p/s SL- 19, FV- 19; Masindi muslim SL- 9; Kihuuba SL- 15; Bigando SL- 14, etc.</li> </ul>	4
<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has filled the structure for primary teachers with a wage bill provision               <ul style="list-style-type: none"> <li>If 100%: score 6</li> <li>If 80 - 99%: score 3</li> <li>If below 80%: score 0</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The wage bill of 2.4 bn supports 366, over the current structure of 366= 100%</li> </ul>	6



<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<ul style="list-style-type: none"> <li>• All the two positions for school inspectors are now filled. (The names are: Ms Bahemuka Betty, and Mr. Ayebale Sam Peter )</li> <li>• The 2nd position was filled on promotion of Ms Bahemuka B to Ass Inspector, by vote of council and DSC under Min.24/2018, and appointment dated 13/3/2018.</li> </ul>	6
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment plan for teachers was submitted this FY 2018/19, but indicates posts filled.</li> <li>• The department has realized it's ceiling for teaching staff.</li> </ul>	2
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• The structure for inspectors allows two positions; inspector and assistant inspector which are filled and their names are : Ms Bahemuka Betty and Mr. Ayebale Sam Peter</li> </ul>	2
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"> <li>• 100% school inspectors: score</li> </ul> <p>3</p>	<p>The approved staff Structure provides for 1 Inspector and an assistant inspector</p> <p>The 2 positions are filled and office bearers were dully appraised by the DEO, namely;</p> <p>Ayebale Sam - Inspector of schools</p> <p>Bahemuka Betty - Assistant inspector of school</p>	<p>3</p>
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers <ul style="list-style-type: none"> <li>o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul> </li> </ul>	<p>100% of primary school head teachers had been appraised by the DEO by 1/8/2018, as evidenced on their personal files</p> <p>According the sampled 10 HT's files, out of 29 namely</p> <ol style="list-style-type: none"> <li>1-Mugema James</li> <li>2-Aundo Christine</li> <li>3-Byakagaba Lilian</li> <li>4-Mukonyezi Mary</li> <li>5-Kareyo Lena</li> <li>6-Birungi Getrude</li> <li>7-Aliguma Shamim</li> <li>8-Nyakato Marion</li> <li>9-Kahwa Shariff</li> <li>10- Mwesigwa B</li> </ol>	<p>2</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>Circulars:</p> <ul style="list-style-type: none"> <li>• Circular no 2 of 2015; Implementation challenges related to the requirement of H/teachers and Deputy to attain academic qualification; dated 15/8/2017 and signed by PS. MOES:</li> <li>• Guidelines on school charges; dated 24/10/2017, signed by PS. MOES.</li> <li>• Enforcing closure of illegal schools; dated 26/3/2018, signed by PS. MOES.</li> <li>• Adherence to school calendar; Corr. ADM/235/269/01, dated 2/10/2017 and signed by PS. MOES.</li> <li>• MDD. Circular no 04/2018; Uganda national P/S performing arts festival 2018; dated 17/04/2018.</li> </ul>	<p>1</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• MEO – Head teachers meeting on 3/5/2018 at Municipal chambers: MDD; Min. 28/2018. Depositing contribution toward co-curricular activities. (43 participants).</li> <li>• Teacher support supervision tool for P/S and Secondary schools disseminated. 29 H/teachers received copies signed attendance, on July 2017.</li> </ul>	<p>2</p>

<p>The LG Education Department has effectively inspected all registered primary schools<sup>2</sup></p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced:</li> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul>	<p>Sample schools and verify with inspection reports.</p> <p>The Local government has 69 government aided schools and 16 private registered and licensed. The total is 85.</p> <ul style="list-style-type: none"> <li>• Inspection report for Term 3, dated 12/10/2017, indicates 27 government and 9 private schools. Total to 36 schools.</li> <li>• Report for term2, dated 19/7/2018, shows 21 private schools.</li> <li>• Term 1 of 2018 inspected schools were 27 governments and 8 private. Total is 35 schools</li> <li>• Therefore average % of inspection is <math>(36+21+35)/3= 31</math></li> <li>• <math>31/85*100= 37\%</math></li> </ul>	<p>0</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	<ul style="list-style-type: none"> <li>• No evidence on such related incidence was found.</li> </ul>	<p>0</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	<p>Inspection reports submitted to DES through Guulu Regional office, were received and stamped on the following dates:</p> <ul style="list-style-type: none"> <li>• Inspection report for Term 3 2017, submitted, received and stamped on 12/10/2017.</li> <li>• Report for term 1 2018 was received on 11/4/2018.</li> <li>• Report for term 2 2018 was received at regional office on 19/7/2018.</li> </ul>	<p>2</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<ul style="list-style-type: none"> <li>• At one of the sampled school- Katasenywa COU P/S, the Inspector's recommendations for July 2017 visit, advised that the school should have talking compound and walls.</li> <li>• The assessor witnessed visual aids at school compound and walls put in place.</li> </ul>	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• From the schools/staff list in MEOs office, and the performance contract 2018/19 pg 107, and the LG approved budget 2018/19 pg 28, indicates budget for 29 government aided P/schools, which are consistent with MOES EMIS data.</li> </ul>	<p>5</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment data for Masindi MC schools of 13,929 basing on the data in MEOs office, does not tally with the MOES data 9,509; because since 2017 the ministry has not collected statistical data from districts to updated its data. yet pupils keep enrolling and while others drop.</li> <li>• MOES should reconsider the results of this parameter, given the complaint of LG.</li> </ul>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>At the Sitting of the Health, Education and Community Based Services Committee held on 22nd /05/2018 under Min. HEC/44/03/2018: "Presentation and Discussion of Departmental Reports"</p> <p>The Education Department presented its report on amongst others: school inspection, school attendance, staff deployment, staff supervision and monitoring of the science bursary scheme.</p>	<p>2</p>
<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>The Municipal Council meeting held on 28th March 2018 at the Municipal Council Chambers under Min: FC/101/03/2018(3): Health, Education and Community Based Services Committee presented to Council for approval of the arrest of Children found selling items during school time so that the parents can pay fines for not taking the children to school.</p>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• The sampled schools have established SMCs and appointed by Principal Education Officer- PEO, on behalf of council on 23/3/2016 (As per the Education Act 2008; 2nd schedule, sec 4)</li> <li>• The mandatory 3 meetings a year once per term for schools, the results from the sample include the following; Katasenywa p/s-3/3 , Masind Town Model- 3/3, Masindi Army day- 1/3, Kabalega COU p/s- 3/3, and Masindi Public p/s- 1/3=</li> <li>• SMC reports and dates for meetings; Katasenywa P/s – 3/10/2017, 2/3/2018, 20/8/2018. Kabalega COU P/s -10/10/2017, 19/2/2018, and 12/6/2018. Masindi town model P/s- 5/10/2017, 21/2/2018, 21/6/2018, Masindi public p/s -1/6/2018, Masindi Army Day 29/11/2017</li> <li>• Concerning resource issues; accountabilities for incomes, expenditures and approvals of budgets seen in all files.</li> </ul>	<p>3</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants</p> <p>e.g. through posting on public notice boards: score 3</p>	<p>• Schools receiving capitation grants for 2017/2018 were seen publicized at the department notice board, stamped, and dated 14/8/2017.</p>	<p>3</p>
<p>Procurement and contract management</p>			

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	<ul style="list-style-type: none"> <li>• Department AWP 2017/2018 for construction of 2 classroom block seen on pg 2 of performance form B 1.3, worth 74 M.</li> <li>• Procurement requisition for construction of 2 classroom block at Kabalye settlement school were Initiated and signed by Education officer, then submitted to CFO and finally T/C on same date 27/7/2017. All before the date.</li> </ul>	4
Financial management and reporting			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>	<ul style="list-style-type: none"> <li>• From the only Project done in the FY, payments made to Koma Company Ltd in respect to Construction of Classroom Block with an Office at Kabalye Settlement Primary School worth Ugx 62,879,628. The payments were made on time and specifically within two days after raising the requisition.</li> </ul>	3
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul>	<p>The department submitted to the Planner the annual performance report for the previous FY 2017/2018 on 11th July 2018 as evidenced by the submission notification to the Municipal Planner.</p>	4



<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> </ul> <p>o If sector has no audit query</p> <p>score 4</p> <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:</p> <p>score 2</p> <p>o If all queries are not responded to</p> <p>score 0</p>	<ul style="list-style-type: none"> <li>• Sector had 4 Queries of Un accounted for funds during the Financial Year. All the queries were responded to as per PAC Reports dated 18th June 2018 and 24th July 2018.</li> </ul>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines</li> </ul> <p>on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</p>	<p>Guidelines include:</p> <ul style="list-style-type: none"> <li>• From community based services, dated 28/8/2017; Report on training senior women and men teachers on gender, sanitation and hygiene, and dissemination of guidelines for schools sanitation held on 19/9/2017 at municipal chambers.</li> </ul>	<p>2</p>

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>Supporting evidence on disseminated guidelines.</p> <ul style="list-style-type: none"> <li>Report on guidance and counseling and dissemination of sanitation guidelines workshop to P/S teachers, dated 29/9/2017.</li> <li>All constructions for any five stance latrines, is divided as follow: 2+2+1=5, meaning 2 for boys, 2- girls, and 1- PWDs, and BOQs must include one stance with ramps for PWDs.</li> </ul>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<ul style="list-style-type: none"> <li>Schools sampled for SMC gender composition results indicate: Katasenywa 3/6 are females, Masindi town model- 2/6, Masindi public school- 2/6, Masindi army day 2/6, Kabalega COU- 2/6.</li> <li>MMC is a gender policy abiding.</li> </ul>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul>	<p>Guidelines dissemination on environment include:</p> <ul style="list-style-type: none"> <li>Head teachers and teachers responsible for environmental clubs, invited to Environment workshop on 5/3/2018. Attended by 67 participants, (both private and government)</li> <li>Guidance on schools environment management and compliance on 3/10/2017.</li> <li>Submission of schools for tree planting. Department submitted 13 schools to receive trees for planting to NWSC.</li> </ul>	<p>1</p>

<p>LG Education department has ensured that guide- lines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>	<ul style="list-style-type: none"> <li>• Checklist for environmental screening of projects for environmental and social safeguard screening for the construction of Kabalye classroom block, was filled, approved and signed by EO on 28/07/2017.</li> </ul>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>	<ul style="list-style-type: none"> <li>• The environment and social impact and mitigation report form was filled and signed on 28/7/2017 by both EO and CDO.</li> </ul>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• No recruitment done in FY 2017/18 hence no advert published</li> <li>• Wage bill IPFs FY 2018/19 indicate UGX 446,317,680 total annual wage</li> <li>• MoH approved structure provides for 72 posts to ensure that the MC operates at 100% capacity (Municipal Health Office - 8 posts, One HCIII - 19 posts and Five HCIIIs - 45)</li> <li>• Staff list prepared in August 2018 attached to recruitment plan for FY 2018/19 showed 64 posts filled and 8 posts vacant . This means that the MC has 88.9% posts filled.</li> </ul>	8
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<ul style="list-style-type: none"> <li>• Recruitment Plan FY 2018/19 and request letter from Ag. PMO to Town Clerk dated 26th April 2018 was availed.</li> <li>• The plan indicated 64 posts filled out of 72 approved posts and the request letter listed 8 vacant posts that needed to be filled.</li> </ul>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	<p>100% of the 6 health unit in charges had been appraised for the FY 2017-2018 by the District health officer</p> <p>They are for:-</p> <ol style="list-style-type: none"> <li>1- Katusabe Judith - For Kirasa HC II</li> <li>2- Bujuni Mary - For Kigona HCII</li> <li>3- Ndagire Jane - For Katasenya HCII</li> <li>4- Kakomya Wilson - For Nyakitibwa HCIII</li> <li>5- Mboneko Dorah - For Kibyama HCII</li> <li>6- Byaruhanga Stellah - For Biizi HCII</li> </ol>	<p>8</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4</li> </ul>	<p><i>On account of Biizi HCII which had a discrepancy, the score is zero</i></p> <ul style="list-style-type: none"> <li>• 6 facilities (1HCIII, 5HCII) exist under the MC and all get PHC NWR</li> <li>• Staff list prepared in August 2018 attached to recruitment plan showed 64 posts filled and 8 posts vacant</li> <li>• Nyakitibwa HCIII staff list availed had 14 health staff attached and this was the same as the August 2018 staff list availed by the MHO</li> <li>• Kibwona HCII staff list availed had 9 health staff attached the same as the August 2018 staff list provided by the MHO</li> <li>• Katasenya HCII staff list availed had 9 health staff attached which were the same as those indicated on the August 2018 staff list availed at the MHO.</li> <li>• Biizi HCII staff list availed had 8 health staff attached which was NOT the same as the August 2018 staff list that had 9 staff indicated i.e. Muhumuza Jackson (Porter) was the staff that brought this deviation.</li> <li>• Kirasa HCII staff list availed had 9 health staff attached was similar to the August 2018 staff list availed at the MHO</li> </ul>	<p>0</p>
<p>Monitoring and Supervision</p>			

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	<ul style="list-style-type: none"> <li>Sector Grant and Budget Guidelines to Local Governments FY 2018/19 were availed.</li> <li>No letter from MHO to facilities was availed at the time of assessment.</li> </ul>	<p>0</p>
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<ul style="list-style-type: none"> <li>MHT minutes dated 14th November 2017, attended by all the in-charges from the 6 facilities, were availed and the Ag. PMO communicated part of the guidelines regarding PHC Capital Development Grant under Min/QRM/14/11/2017 bullet 6, which he said had been retained at MoH that year.</li> </ul>	<p>3</p>

The LG Health Department has effectively provided support supervision to district health services

Maximum 6 points for this performance measure

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

- *The MC doesn't have a HCIV thus this measure isn't applicable.*

- There are 6 facilities (1HCIII & 5HCII) under the MC i.e. Nyakitibwa HCIII, Kibwona HCII, Katasenywa HCII, Biizi HCII, Kirasa HCII and Kibyama HCII

- The MC is itself a HSD in the District and thus was assessed against this measure as a HSD. This HSD has six facilities in total (1HCIII and 5 HCII) as elaborated above

- Q1 Integrated Monitoring & Support Supervision report dated 31st October 2017 (Q2) was availed. The activity was carried out from 18th to 22nd September 2017 as stated in the introduction. It recorded a list of 6 facilities visited (1HCIII & 5HCII).

- Q2 Support Supervision & Monitoring report dated 14th February 2018 was availed. The activity was carried out from 15th to 19th January 2018 as recorded on the first page. All the six facilities were reported as having been visited.

- Q3 Support Supervision & Monitoring report dated 25th May 2018 was availed. The activity was conducted in April 2018. Six facilities were reported on as supervised.

- Q4 Integrated Support Supervision & Monitoring report dated 6th July 2018 was availed. The activity was conducted from 25th to 29th June 2018 as stated in the Introduction. The six facilities under the MC were all visited as per the report.

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>• If 100% supervised: score 3</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60% - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• The MC is itself a HSD in the District and thus was assessed against this measure as a HSD. This HSD has six facilities in total (1HCIII and 5 HCIIIs)</li> <li>• Q1 Integrated Monitoring &amp; Support Supervision report dated 31st October 2017 (Q2) was available. The activity was carried out from 18th to 22nd September 2017 as stated in the introduction. It recorded a list of 6 facilities visited (1HCIII &amp; 5HCIIIs).</li> <li>• Q2 Support Supervision &amp; Monitoring report dated 14th February 2018 was available. The activity was carried out from 15th to 19th January 2018 as recorded on the first page. All the six facilities were reported as having been visited.</li> <li>• Q3 Support Supervision &amp; Monitoring report dated 25th May 2018 was available. The activity was conducted in April 2018. Six facilities were reported on as supervised.</li> <li>• Q4 Integrated Support Supervision &amp; Monitoring report dated 6th July 2018 was available. The activity was conducted from 25th to 29th June 2018 as stated in the Introduction. The six facilities under the MC were all visited as per the report.</li> </ul>	
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<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4</li> </ul>	<p><i>The Q1 MHT minutes never had evidence where the support supervision report recommendations for that quarter were discussed. It's a zero since the measure requires discussion of all the four reports</i></p> <ul style="list-style-type: none"> <li>Q1 MHT minutes dated 14th November 2017 were availed and all the facility in-charges were in attendance. The 7 areas of improvement from the Q1 (31st October 2017) support supervision report were never discussed during this meeting to ensure that the respective in-charges take corrective actions.</li> <li>Q2 MHT minutes dated 23rd February 2018 were availed. In-charges of the six facilities were in attendance. Q2 (14th February 2018) support supervision report had 10 areas of improvement recorded. These were discussed under Min/QRM/02/02/2018 bullets 18 – 23.</li> <li>Q3 MHT minutes dated 19th April 2018 were availed. The six facilities were represented by their in-charges. Q3 (25th May 2018) support supervision report had 7 areas of improvement written down. These were discussed under Min/QRM/09/04/2018 bullets 20 – 26</li> <li>Q4 MHT minutes dated 10th July 2018 were availed. The six facilities were fully represented as per list of members present. Q4 (6th July 2018) support supervision report had 7 areas of improvement identified. These were discussed under Min/QRM/16/07/2018 bullets 13 – 20.</li> </ul>	<p>0</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	<ul style="list-style-type: none"> <li>Bullet 6 of the recommendations made in the Q1 (31st October 2017) Integrated Monitoring &amp; Support Supervision report concerned the repair of rain water harvesting tanks at Kirasa and Kibwona HCIIIs. This was followed up with an assessment report on Kirasa HCII tank by the Municipal Engineer dated 7th March 2018 and a requisition worth UGX 1,526,236 for its repair was made on 1st August 2018</li> <li>This was the only evidence availed at the time of assessment.</li> </ul>	<p>6</p>

<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>A list of 6 facilities (1HCIII &amp; 5HCIIIs) to receive PHC NWR in FY 2018/19 dated 5th July 2018 was availed.</li> <li>Q4 HMIS report generated from the PBS with a cover letter from the Town Clerk dated 13th July 2018 was availed. Under Workplan: 5 Health, the same six facilities were recorded as having reported during the quarter under review.</li> </ul>	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>At the Sitting of the Health, Education and Community Based Services Committee held on 22nd /05/2018 under Min. HEC/44/03/2018: "Presentation and Discussion of Departmental Reports"</p> <p>The Health Department presented its report on the status of seeking joint support with Shine Children's Foundation from Engineer's without Borders on the construction of HC II facility in Kigulya Division.</p>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>The Municipal Council meeting held on 15th November 2017 at the Municipal Council Chambers under Min: FC/85/11/2017: Presentation and discussion of Committee reports (a) Health, Education and Community Based Services Committee presented to Council for approval of compelling the Railway Manager and other Landlords to construct sanitary facilities for their tenants.</p>	<p>2</p>

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• Nyakitiibwa HCIII HUMC members list availed indicated 5 members (2 females &amp; 3 males). HUMC minutes dated 27th April 2018 (Q4) were availed. Budget and resource issues were discussed under Min. 4/2018. Minutes dated 16/8/2017 (Q1) were availed. Resource issues were discussed under Min 3 and 4. Minutes dated 19/Jan/18 (Q3) were availed. Agenda 6 was about the Budget and Work Plan for the year 2018-19. Budget issues were discussed under Min: 21/2017. Minutes dated 24th November 2017 (Q2) were availed. Agenda 6 was on utilisation of the PHC funds and accountability. Resource issues were reported on under Min: 11/2017.</li> <li>• Kibwona HCII HUMC members list availed indicated 4 members (3 females and 1 male). HUMC minutes dated 12th May 2018 (Q4) were availed. Resource issues communicated under Min 1/May/2018. Minutes dated 13th.01.2018 (Q3) were availed. Budget issues were mentioned under Min IV. Minutes dated 28/07/2017 (Q1) were availed. Budget issues communicated under communication from the in-charge.</li> <li>• Katasenywa HCII HUMC members list availed indicated 4 members (2 females and 2 males). HUMC minutes dated 31/1/18 (Q3) were availed. Issues on PHC funds were recorded under Minute 3/18.</li> <li>• Biizi HCII HUMC members list presented had 3 members (2 females and 1 male). HUMC minutes dated 18/6/2018 (Q4) were availed. PHC funds and resource issues were communicated under MIN8/2018. Minutes dated 29/3/2018 (Q3) were presented. Resource issues and PHC funds were communicated under MIN III/2018. Minutes dated 12/10/2017 (Q2) were availed. Resource and budget issues were discussed under MIN IV.</li> <li>• Kirasa HCII HUMC members list was availed with 4 approved members (1 female and 3 males). HUMC minutes dated 3rd March 2018 (Q3) were availed. Resource issues mentioned under Min. 3 and Min. 5.02.2018.</li> </ul>
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<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul>	<ul style="list-style-type: none"> <li>A list of 6 facilities (1HCIII &amp; 5HCIIIs) to receive PHC NWR in FY 2018/19 dated 5th July 2018 was displayed on the public notice board located on the outside wall of the Administration block.</li> </ul>	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	<ul style="list-style-type: none"> <li>Letter of submission of sector procurement plan for FY 2018/19 by the Ag. PMO, dated 18th April 2018 was availed. The investment items listed were 8 in number (1DDEG, 1PHC NWR, 2 Unconditional Grant, 2 Local Revenue &amp; 2 PHC Development).</li> <li>Masindi MC Approved Budget Estimates FY 2018/19 (Recurrent &amp; Development) expenditure proposals dated 28th March 2018 was availed. The 2 projects to be funded under PHC Development were indicated on Page 23 of the PBS LG Approved Budget Estimates which was part of the proposals presented to council on 28th March 2018.</li> </ul>	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>PP1 forms for 5 investment menu items (staff quarter, maternity ward, cemetery land, computer supplies and repair &amp; maintenance of vehicle &amp; motorcycle) were presented. All were signed by the Town Clerk dated 10/7/18</li> </ul>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<ul style="list-style-type: none"> <li>No payments on projects was made during the whole of the financial year.</li> </ul>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	<p>The department submitted to the Planner the annual performance report for the previous FY 2017/2018 on 09th July 2018 as evidenced by the submission notification to the Municipal Planner.</p>	<p>4</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>• If sector has no audit query: Score 4</li> <li>• If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>• If all queries are not responded to Score 0</li> </ul>	<ul style="list-style-type: none"> <li>• The Sector had 4 queries during the financial year.</li> <li>• Three for Unaccounted for PHC funds worth Ugx 13,036,500 and One for Non completion of Projects – Delayed replacement of Spoilt Water Tank at Nyakatibwa Health centre.</li> <li>• The one on Non Completion of Projects still outstanding</li> </ul>	
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"> <li>Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2</li> </ul>	<p><i>Guidelines for HCII &amp; HCIII HUMC composition provide for a minimum of 4 members in cases where the facility in question serves only 1 parish. Two (2) out of the five (5) facilities visited failed to meet the minimum required standard hence the zero.</i></p> <ul style="list-style-type: none"> <li>Nyakitiibwa HCIII HUMC members list availed indicated 5 members (2 females &amp; 3 males). 66.6% composition.</li> <li>Kibwona HCII HUMC members list availed indicated 4 members (3 females and 1 male). 75% composition</li> <li>Katasenywa HCII HUMC members list availed indicated 4 members (2 females and 2 males). 50% composition</li> <li>Biizi HCII HUMC members list presented had 3 members (2 females and 1 male). Fewer members than the minimum required by the guidelines hence composition not computed.</li> <li>Kirasa HCII HUMC members list was availed with 4 approved members (1 female and 3 males). 25% composition</li> </ul>	<p>0</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>No evidence was availed at the time of assessment</li> </ul>	<p>0</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<p><i>Since no infrastructure projects under the health sector were planned and budgeted for in FY 2017/18, this measure is therefore not applicable.</i></p> <ul style="list-style-type: none"> <li>Masindi MC Approved Budget Estimates FY 2017/18 (Recurrent &amp; Development) expenditure proposals with Mayor's stamp dated 29 May 2017 was availed. Workplan 5: Health, Page 15 &amp; 16 was reviewed and no infrastructural project under the health sector was listed.</li> <li>The procurement plan FY 2017/18 with a letter of submission dated 20th April 2017 was availed. Among the investment items listed there was no infrastructural project planned or allocated for the health sector. The only planned investments were those funded under PHC NWR (6 items)</li> </ul>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2</li> </ul>	<p><i>Since no infrastructure projects under the health sector were planned and budgeted for in FY 2017/18, this measure is therefore not applicable</i></p>	<p>2</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4.</li> </ul>	<ul style="list-style-type: none"> <li>No evidence was availed at the time of the assessment</li> </ul>	<p>0</p>



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

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

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

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

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

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

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