



## Local Government Performance Assessment

Mityana District

(Vote Code: 568)

| Assessment                        | Scores |
|-----------------------------------|--------|
| Accountability Requirements       | 100%   |
| Crosscutting Performance Measures | 85%    |
| Educational Performance Measures  | 64%    |
| Health Performance Measures       | 69%    |
| Water Performance Measures        | 70%    |

| Summary of requirements                                                                                                                                                    | Definition of compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Compliance justification                                                                                           | Compliant? |
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| 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>Mityana LG Submitted performance contract on July 24, 2018 to Ministry of Finance and Economic development.</p> | <b>Yes</b> |
| 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>Mityana LG submitted Budget that includes procurement plan report for the forthcoming FY on July 24, 2018.</p>  | <b>Yes</b> |
| Reporting: submission of annual and quarterly budget performance reports                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                    |            |

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| <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>Mityana LG submitted annual Performance report on July 24, 2018 for the financial year 2017/2018.</p>                                                                                                                                                                                                                            | <p>Yes</p> |
| <p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>                          | <p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <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>Mityana LG Submitted the quarterly budget performance report for all the quarters of the previous FY 2017/2018 as follows:</p> <ul style="list-style-type: none"> <li>. Quarter-4 on June 18, 2018</li> <li>.Quater -3 on May 18,2018</li> <li>. Quarter -2 on March 14, 2018</li> <li>.Quarter-1 on January 24, 2018</li> </ul> | <p>Yes</p> |
| <p>Audit</p>                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                     |            |

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| <p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.</p> | <p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> <li>• If LG submitted a 'Response' (and provide details), then it is compliant</li> <li>• If LG did not submit a 'response', then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul> | <p>Mityana District Local Government submitted the Report on status of implementation of Internal Auditor General's and Auditor General's findings for financial year 2017/2018 and was received by Office of Internal Auditor General and Auditor General on 3rd April 2018</p> <p>The required date for submission for this year 2017/2018 being April 30 2018 then Mityana District Local Government is Compliant</p> | <p>Yes</p> |
| <p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Mityana District Local Government had an unqualified audit opinion as per Auditor General's Report for FY 2017/2018.</p>                                                                                                                                                                                                                                                                                              | <p>Yes</p> |

| Summary of requirements                                                                                                                                                                                                                                  | Definition of compliance                                                                                                                                                                                  | Compliance justification                                                                                                                              | Score |
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| 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>Mityana LG has a functional Physical planning committee Appointed on 4th October 2012 under Ref: CR/214/16 that considers new investment time.</p> | 1     |
| <p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>                            | <p>Mityana LG submitted the 4 sets of minutes to the MoLHUD under Ref: CR/214/16 on 19th September 2018.</p>                                          | 1     |

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| <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>Mityana LG has no Physical development plan approved and hence infrastructure investments do not follow physical Development plan.</p> | <p>0</p> |
| <p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <ul style="list-style-type: none"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>                                             | <p>Busunju Town board plan and boundary proposal 2010-2020, prepared on 23rd may 2011 Drawing No: BSJ/SP/01/10.</p>                       | <p>1</p> |

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| <p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul> | <p>The priorities investment activities in the AWP for current FY 2018/2019 are based on the Budget conference of 7th November 2017. The investment priorities include:</p> <p>Health on page 3-4, Maternity ward Construction and Rehabilitation at:</p> <ol style="list-style-type: none"> <li>Kitonga Helth Centre III in Busujju County-at UGx 42,273,000/=,</li> <li>Namunjo Health CentreII mityana county at UGx - 480,000,000/= and</li> <li>Kajogi Health centre II Mityana county at UGx- 31,000,000/=.</li> </ol> <p>Water: page 232-234:</p> <ol style="list-style-type: none"> <li>Consruction of a piped water scheme at Kilyokya trading centre in Kilangalo Sub county (Phase-I) at UGx- 288,738,000/=,</li> <li>Bore hole sitting and drilling in Buyobe Namuggoona at UGx-135,040,000/= and</li> <li>Latrine Construction in Kakindo at Ugx-16,500,000/=.</li> </ol> <p>Roads:community access and district roads on page 228-229:</p> <ol style="list-style-type: none"> <li>Bwesige Kazinga in Malangala sub county at UGx- 16,444,000/=,</li> <li>Luggagga-Kyandaalo in Busujju county in Maanyi sub county at UGx-15,582,000/=,</li> <li>Kikandwa- Naama-Namakankome road in Kikandwa sub county in Mityana county at UGx-21,532,000/=,</li> <li>Misigi-Ggulwe Roadin Busujju county at 67,151,000/= and</li> <li>Kivuvu-Namatebbe Raod in Busujju county at UGx- 64,605,000/=.</li> </ol> <p>Education, on page 220: Classroom construction and rehabilitation by world bank:</p> <ol style="list-style-type: none"> <li>Construction of Bongole Primary school in Bussujju county at UGx-70,000,000/= and</li> <li>Construction of st. Matia Mulumba and magonga Primary school in Busujju county at UGx-452,313,000/=.</li> </ol> |
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| <p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.</li> </ul> | <p>Capital investments in AWP for the current FY 2018/2019 were derived from 5 year development plan for Mityana District Local Government 2015/2016-2019/2020; approved under minute 254/DC/10/04/15. These investments Include:</p> <p>Roads: Works &amp; Technical Services page 112 of (5year development plan report):</p> <ol style="list-style-type: none"> <li>1. Misigi-Ggulwe Road in Busujju county,</li> <li>2. Kivuvu-Namatebbe Road in Busujju county,</li> <li>3. Bwesige Kazinga in Malangala sub county,</li> <li>4. Luggagga-Kyandaalo in Busujju county in Maanyi sub county,</li> <li>5. Kikandwa- Naama-Namakonkome road in Kikandwa sub county in Mityana county,</li> <li>6. Construction of a piped water scheme at Kilyokya trading centre in Kilangalo Sub county (Phase-I) and</li> <li>7. Bore hole sitting and drilling in Buyobe Namuggoona.</li> </ol> <p>Health sector on page 102 of 5year development plan report ,Maternity ward Construction and Rehabilitation at:</p> <ol style="list-style-type: none"> <li>1. Kitonga Health Centre III in Busujju County,</li> <li>2. Namunjo Health Centre II mityana county and</li> <li>3. Kajogi Health centre II Mityana county.</li> </ol> <p>Education Sector, on page 109 of the 5 year development plan report:</p> <ol style="list-style-type: none"> <li>1. Construction of Bongole Primary school in Busujju county and</li> <li>2. Construction of st. Matia Mulumba and magonga Primary school in Busujju county.</li> </ol> |  |
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| <p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>                                           | <p>The project profiles for all investments were discussed by TPC and adhered to in the LG planning Guidelines on 14th August 2017 under minute 5/08/DTPC/2017. These include:</p> <ol style="list-style-type: none"> <li>Piped water scheme at Kilyoka Tradig centre at UGx 291,000,000/=,</li> <li>Buyobe -Namuggoona Borehole at UGx 104,000,000/=,</li> <li>Misigi-Ggulwe Road 11.3 km in Busujju county at UGx 67,151,000/=,</li> <li>Kivuvu-Namatebbe Raod 8.8km in Busujju county at UGx 64,605,000/=,</li> <li>Bwesige Kazinga in Malangala sub county at UGx 16,444,000/=,</li> <li>Luggagga-Kyandaalo in Busujju county in Maanyi sub county at UGx 15,582,000/= and</li> <li>Kikandwa- Naama-Namakokome road in Kikandwa sub county in Mityana county at UGx 21,532,000/=.</li> </ol> | <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>Mityana LG compiled Annual Statistical Abstract report with gender disaggregated data and discussed in TPC on 24th July under minute 8/7/DTPC/2017</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>1</p> |

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| <p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul> | <p>There was evidence that the Implemented projects were derived from the Annual work plan of the previous financial year 2017/2018 and Budget approved by LG Council on 25th may 2017 under Minute 393/DC/25/05/17 (D) as follows:</p> <p>Education:</p> <ol style="list-style-type: none"> <li>Construction &amp; Rehabilitation of 8 classroom in; Kawolongo primary school, Kilyokya primary school and Kyamanyoli primary school and Bulera primary school. Budgeted a total UGx-215,789,000/= and actual spent UGx-912,318,000/= (supplementary budget approved on 28th September 2017 under minute 021/DC/28/09/2017 (C);</li> <li>Laboratory Construction at St. Kizito Banda Secondary School budgeted at 200,000,000/= and actual spent UGX-200,000,000/=,</li> <li>Water piped scheme at Kilyokya Trading centre (Phase-I) Budgeted at UGx 265,151,000/= actual spent 200,168,000/=,</li> <li>Construction of Farmers market at Kikandwa budgeted at UGx 116,836,000/= and actual spent 116,836,000/=,</li> <li>Construction of 5-stance lined latrine at Mugalu Primary school and</li> <li>Mechnised Routine maintanace for Kilyokya-Mate, Wabinya-Mpengya, Ddundu-Namasenene, Tanda-Nakwangu, Kande-Kajogi. Budgeted at UGx-316,666,000/= and actual spent UGx-399,924,000/=.</li> </ol> |  |
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| <p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <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>There was evidence that the Investment projects implemented in 2017/2018 were completed as per the work plan. These include:</p> <ol style="list-style-type: none"> <li>1. Construction &amp; Rehabilitation of 8 classroom in; Kawolongo primary school completed on 30th November 2017, Kilyokya primary school (completed on 29th November 2017 )and Kyamanyoli primary school (completed on 29th November 2017) and Bulera primary school (completed on 29th November 2017). Budgeted a total UGx-215,789,000/= and actual spent UGx-912,318,000/= (supplementary budget approved on 28th September 2017 under minute 021/DC/28/09/2017 (C),</li> <li>2. Laboratory Construction at St. Kizito Banda Secondary School budgeted at 200,000,000/= and actual spent UGX-200,000,000/= (completed on 28th November 2017),</li> <li>3. Water piped scheme at Kilyokya Trading centre (Phase-I) Budgeted at UGx 265,151,000/= actual spent 200,168,000/=, (completed on 30th May 2017),</li> <li>4. Construction of Farmers market at Kikandwa budgeted at UGx 116,836,000/= and actual spent 116,836,000/=, (completed on 20th April 2018) and</li> <li>5. Mechnised Routine maintanace for Kilyokya-Mate, Wabinya-Mpengya, Ddundu-Namasenene, Tanda-Nakwangu, Kande-Kajogi. Budgeted at UGx-316,666,000/= and actual spent UGx-399,924,000/=.</li> </ol> <p>Hence 4 projects were within the workplan and approved budget that 80% of the workplan.</p> |  |
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| <p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> <li>Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul> | <p>There was evidence that the investment projects in previous FY completed. These included:</p> <ol style="list-style-type: none"> <li>Construction &amp; Rehabilitation of 8 classroom in; Kawolongo primary school, Kilyokya primary school and Kyamanyoli primary school and Bulera primary school. Budgeted a total UGx-215,789,000/= and actual spent UGx-912,318,000/= (supplementary budget approved on 28th September 2017 under minute 021/DC/28/09/2017 (C), That's 100% of the budget,</li> <li>Laboratory Construction at St. Kizito Banda Secondary School budgeted at 200,000,000/= and actual spent UGX-200,000,000/=; that's 100% of budget,</li> <li>Water piped scheme at Kilyokya Trading centre (Phase-I) Budgeted at UGx 265,151,000/= actual spent 200,168,000/=, that's 75% of budget,</li> <li>Construction of Farmers market at Kikandwa budgeted at UGx 116,836,000/= and actual spent 116,836,000/=, that 100% of budget and</li> <li>Mechnised Routine maintanace for Kilyokya-Mate, Wabinya-Mpengya, Ddundu-Namasenene, Tanda-Nakwangu, Kande-Kajogi. Budgeted at UGx-316,666,000/= and actual spent UGx-399,924,000/=, that's 126% of the budget.</li> </ol> <p>However One project was above the required 15% max. of the original budget.</p> | 0 |
| <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>Mityana LG did NOT budget for O&amp;M for infrastructure in FY 2018/2019.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 0 |
| Human Resource Management                                                                                                                                                                                   |                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |

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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 the LG has filled all HoDs positions substantively: score 3</li> </ul> | <p>Mityana District LG filled all Heads of Department positions substantively as per the structure under the Minutes MTY/DSC/59/2018. The positions include;</p> <ol style="list-style-type: none"> <li>1. The District Engineer CRD/10694 was appointed on 16th march 2018 .</li> <li>2. District Health officer- CR/d/10016 was appointed on 9th December 2013 .</li> <li>3. Chief finance officer- CR/D/10651 was appointed on 25th March 2009 .</li> <li>4.The District Natural Resource Officer -CRD/10039 was appointed on 16 th March 2018 .</li> <li>5. The District Education officer- CR/10020 was appointed on 28th June 2007 .</li> <li>6. District Community Development Officer- CR/10458 was appointed on 9th January 2013 .</li> <li>7. Production and Marketing Officer- CR/10067 was appointed on 7th April 2014 .</li> <li>8. Principal Planner - CR/10757 was appointed on 20th June 2011.</li> <li>9. Principal Internal Auditor- CR/11169 was appointed on 28th April 2017.</li> </ol> | <p>3</p> |
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LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure.

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

There is evidence that Mityana LG appraised all HoDs as per the guide lines issued by MoPs during the previous FY.They included the following,

1. The District Engineer CRD/10694 was appraised on 13th July 2018
2. District Health officer- CR/d/10016 was appraised on 13th July 2018
3. Chief finance officer- CR/D/10651 was appraised on 13th July 2018
- 4.The District Natural Resource officer -CRD/10039 was appraised on 11th July 2018
5. The District Education officer- CR/10020 was appraised on 13th July 2018
6. District Community Development Officer- CR/10458 was appraised on 11th July 2018
7. Production and Marketing Officer- CR/10067 was appraised on 13th July 2018
8. Principal Planner - CR/10757 was appraised on 12th July 2018
9. Principal Internal Auditor- CR/11169 was appraised on 13th July 2018.

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| <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>      | <p>The CAO submitted 57 staff for recruitment as per the letter dated 12th September 2017 to the DSC and all were considered during the DSC meeting of 14th September 2017, minute extract MTY/DSC/208/2017.</p> <p>For example a water officer Sonko James was appointed on 16 March 2018 , and a town agent Ssenyonjo Abel was appointed on 13 December 2017 .</p>                              | <p>2</p> |
| <p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul> | <p>According to the CAO, in a letter dated 15th September 2017 to DSC, all the 119 staff submitted for confirmation were considered under DSC Minute Nos below;</p> <ol style="list-style-type: none"> <li>1. MITY/DSC/31/2018 where 35 staff were confirmed.</li> <li>2.MITY/DSC/181/2017 where 25 staff were confirmed.</li> <li>3. MITY/DSC/157/2017 where 59 staff were confirmed.</li> </ol> | <p>1</p> |

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| <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>                                                      | <p>There were 10 cases submitted for disciplinary actions and all were considered. These cases include,</p> <ol style="list-style-type: none"> <li>1. Abscondment on duty by Education Assistant and was considered on 8th May 2018</li> <li>2. Abscondment on duty by education Assistant and was considered on 27th July 2018</li> <li>3. Veterinary officer absenteeism on duty was considered on 28th January 2018</li> <li>4. A case of forged documents was considered on 29th May 2018</li> <li>5. A case of driver absconded from duty and was considered on 30th July 2017</li> <li>6. Education Assistant absconded duty and was considered on 14th September 2017</li> <li>7. Teaching assistant absconded duty and was considered on 1st August 2018</li> <li>8. Education assistant absconded on duty and was considered on 1st August 2018</li> <li>9. A driver was dismissed for forgery of the documents on 1st January 2018</li> <li>10. Where the Head Teacher was recommended to refund the UPE money was considered on 10th Feb 2018</li> </ol> | <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> | <p>Mityana LG recruited 57 staff in the previous financial year 2017/2018 under minute MITY/DSC/208/2017 and all accessed payroll within two months, as seen from their IPPS numbers ranging from IPPS 1017175 to 1022491.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>3</p> |



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| <p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>                                                    | <ul style="list-style-type: none"> <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>Mityana LG had pensioners in FY 2017/2018. However, there was no evidence that any of them accessed payroll with in two month , for Example ;</p> <p>Mr Alisigigala Moses retired on 24 May 2017 and accessed payroll on 18 May 2018 .</p> <p>Miss Nalwoga Mary retired on 18 Aug 2017 and accessed on 18 Feb 2018 .</p>                                                       | <p>0</p> |
| <p>Revenue Mobilization</p>                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                   |          |
| <p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> <li>If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>If the increase is from 5% -10 %: score 2.</li> <li>If the increase is less than 5 %: score 0.</li> </ul> | <p>Mityana District Local Government increased OSR from UGX 254,099,369 for FY 2016/17 to UGX 337,819,070 for FY 2017/2018 as per draft Final Accounts for FY 2017/18 vote 569.</p> <p>The Increase in OSR was UGX 83,719,701 representing a percentage increase of 32.95%.</p>                                                                                                   | <p>4</p> |
| <p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>                                                                                      | <ul style="list-style-type: none"> <li>If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>                                       | <p>The Local Revenue Budgeted for FY 2017/2018 was UGX348,289,000 (As per original budget for FY 2017/2018 Vote 569)</p> <p>The Local Revenue collected during FY 2017/2018 was UGX 337,819,070 as seen from the Draft Final Accounts for FY 2017/2018.</p> <p>Workings: UGX 337,819,070/ UGX348,289,000 x 100= 96.99%.</p> <p>Therefore revenue collection ratio was 96.99%.</p> | <p>2</p> |

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| <p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>           | <ul style="list-style-type: none"> <li>Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>                                                                                                 | <p>Mityana District Local Government remitted UGX 45,093,750 to LLGs as per the remittances schedule dated 17/11/2018 for July, August, September and October 2017 and a Transfer Funds to LLGs signed by CAO on 17/11/2017.</p> <p>The total sharable Local revenue was UGX81,814,970 but only UGX 45,093,750 was remitted to LLGs giving 55%.</p> | <p>0</p> |
| <p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>           | <ul style="list-style-type: none"> <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>Total expenditure on Council allowances and emoluments during FY 2017/2018 was UGX 51,017,992.</p> <p>The OSR for FY 2016/17 was UGX 254,099,369.</p> <p>So (UGX 51,017,992/ UGX 254,099,369) gives 20%, which is not higher than 20% of the OSR collected in the previous FY 2016/2017.</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>Mityana LG had Senior Procurement Officer dully appointed on 28th /10/2011 and Procurement Officer appointed on 21st /April/2014.</p>                                                                                                                                                                                                            | <p>2</p> |

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| <p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul> | <p>There was evidence that the TEC produced and submitted reports to the contract committee as per the following files sampled;</p> <ol style="list-style-type: none"> <li>1. MITY568/WKS/17-18/00004 for construction of classroom block and supply of school furniture at Kiryokya primary school in Kalangalo submitted on 9th – Sept -2017;</li> <li>2. MITY568/SUPLS/17-18/00008 for supply and delivery of LG council furniture submitted on 8th Sept 2017;</li> <li>3. MITY568/SRVCS/17-18/00008 Rehabilitation of 4boreholes in Kisaana Namungo sub-county submitted on 8th Sept- 2017;</li> <li>4. MITY568/WKS/17-18/00001 Siting of boreholes and drilling 4boreholes ( Buwalula, Namungo, Maanyi and Bolera) Submitted on 8th –Sept- 2017 and</li> <li>5. MITY568/SUPLS/17-18/00025. For supply of one brand new double cabin Pick up Submitted on 12th Feb-2018.</li> </ol> | <p>1</p> |
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| <p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul> | <p>There was evidence that the contract committee considered the recommendations of the TEC as per the following sampled files:</p> <p>a) MITY568/SUPLS/17-18/00025. For the supply of double cabin pick up The TEC recommended MAC East Africa Ltd as the best evaluated bidder to supply double cabin pick up at the evaluated price of UGX 142,374,000 as at 12th February 2018 and the contract committee sat on 14th Feb- 2017 Min5.1/5/1/Feb/17-18 and approved MAC East Africa Ltd as best evaluated and awarded contract at UGX 142,374,000;</p> <p>b) MITY568/WKS/17-18/00001. For drilling of 4 boreholes in the four sub-counties. The TEC recommended GALAXY –Agro-Tech Uganda Ltd as the best evaluated bidder on 8th Sept- 2017 at UGX102,565,600 and the contract committee sat on 15th Sept -2017 Min4.9/1/Sept/2017 and approved GALAXY –Agro-Tec Uganda Ltd as the best evaluated at the evaluated price at UGX 102,565,600;</p> <p>c) MITY568/SRVCS/17-18/00008. For rehabilitation of 4 boreholes in 4 sub counties. The TEC sat on 8thSept 2017 and recommended MASTAK –Investment Ltd to be approved as the best evaluated bidder at the price of UGX15,888,700 and on 15th Sept- 2017 Min4.6/1/Sept/17-18, the contract committee sat and approved MASTAK –Investment Ltd to be approved as the best evaluated bidder at the price UGX 15,888,700 and</p> <p>d) MITYA/WKS/17-18/00004. For the construction of two classroom block at Kiryokya Primary school. The TEC recommended PEAK Brand Uganda Ltd on 9th Sept 2017 to be approved as the best evaluated at the price of UGX58,493,470 and the contract committee that sat on 15th Sept 2017 Min4.1/1/Sept/17-18 approved PEAK Brand Uganda Ltd as the best evaluated bidder at the price of UGX 58,493,470</p> | <p>1</p> |
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The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2

a) There was evidence that Procurement and Disposal Plan for current FY covered all infrastructural projects. Samples drawn from LG Work plan and cross-checked in procurement Plan included:

- 1) Construction of two classroom block at malwa Primary school;
- 2) Construction of piped water scheme at Kiryokya trading center;
- 3) Drilling of borehole in 4 sub-counties and
- 4) Construction of a two classroom block at Namukanwango primary school

b) There was evidence that LG made procurement in previous FY by strictly adhering to the procurement plan. Contract agreements sampled from the procurement plan and seen to be implemented were as follows:

- 1) Contract Agreement No: MITY568/SUPLS/17-18/00008 seen where contract was signed between Mityana and MASTAK Investment (U) LTD for the supply and delivery of Local government council furniture This was item No. 2 in the procurement Plan for 2017/2018;
- 2) Contract No: MITY568/WRKS/17-18/00004 for the construction of classroom blocks and supply of school furniture for Kiryokya This was item No.21 in the procurement plan for 2017/2018;
- 3) Contract No: MITY568/SRVCS/17-18/00008 for rehabilitation of 4 boreholes in four sub-counties in the district. This was item No.22 in the procurement Plan for 2017/2018 and
- 4) Contract No: MITY568/SUPLS/17-18/00025 for the supply of one brand new double cabin pick up This was item No.7 in the procurement Plan for 2017/2018.

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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>There was evidence that Mityana LG prepared the bid documents for all investments/infrastructure by 30th August. Mityana had 126 bid documents to prepare and prepared 100 bids. This represents 95%.</p> | <p>2</p> |
| <p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <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>Mityana LG updated all the procurement activities and contract register is maintained.</p>                                                                                                                | <p>2</p> |

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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 previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>                                                                                        | <p>There was evidence that Mityana LG adhered to Procurement Thresholds as per the following sampled files:</p> <p>Open Bidding:</p> <p>a) MITY568/SUPLS/17-18/00025. For the supply of double cabin pick up. It was estimated at UGX142,374,000 and advertised on 11/08/2017 in the monitor news paper;</p> <p>b) MITY568/WKS/17-18/00001. For drilling of 4 boreholes in the four sub-counties. It was estimated to cost UGX102,565,600. It was advertised on 10/08/2017 in the Monitor news paper;</p> <p>c) MITY568/SRVCS/17-18/00008. For rehabilitation of 4 boreholes in 4 sub- counties. It was estimated at UGX15,888,700. It was advertised on 10th /08/2017 in the Monitor News paper;</p> <p>d) MITY/WKS/17-18/00004. For the construction of two classroom block at Kiryokya Primary school. It was estimated at UGX58,493,470. It was advertised on 10/08/2017 and</p> <p>e) MITY/SUPLS/17-18/00007 For the supply of furniture for council Hall. it was estimated at UGX 34,456,000 . it was advertised on 10th /08/2017.</p> | <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 implemented in the previous FY were appropriately certified – interim and completion certificates</li> </ul> <p>for all projects based on technical supervision: score 2</p> | <p>There was evidence that works project implemented in the previous FY were appropriated certified as follows Mityana:</p> <ol style="list-style-type: none"> <li>1. Interim Certificate was issued on 22nd February 2018 to Phegobu Technologies company and Completion certificate was issued on 4th April 2018 upon completion of 5-stance pit latrine at the production hall and</li> <li>2. Interim certificate was issued on 7th June 2018 to KLR(U) Ltd .</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>2</p> |

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| <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>There was no evidence that all works projects for the current financial year are clearly labelled indicating the names of the project, contract value, contractor , source of funding and expected durations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>0</p> |
| <p>Financial management</p>                                                                                                                  |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |
| <p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>                         | <ul style="list-style-type: none"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>                                                                                            | <p>Mityana District LG maintained copies of Bank Reconciliations statements for FY 2017/18 i that were reviewed and approved and Separate bank reconciliations statements exist for separate bank accounts and also for the Months of July and August 2018 hence bank reconciliations are up to-date at the time of the assessment as per the assessment guidelines.</p>                                                                                                                                                                                                                                                                                                                                                                 | <p>4</p> |
| <p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>                    | <ul style="list-style-type: none"> <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>                 | <p>There were No overdue bills and no payables as per note 22 on page 28 in the Final Accounts of FY2017/2018.</p> <p>All payments requests for Mityana District Local Government Education department were certified and recommended as per copy of contracts as per the following sampled contracts: Sample : Contract No Mity568/Wrks/17-18/00005 Construction of a 2 classroom block at Kyamanyoli Primary School by Ms Kabosi Farmers and contractors Ltd where payment was requested on 28/11/2017 and was paid on 4/12/2017, and Contract No Mity568/wrks/17-18/00004 construction of Kiryokya piped Water Scheme Phase 1 by Agola General Enterprises Ltd where payment was requested on 5/6/2018 and was paid on 5/12/2017.</p> | <p>2</p> |



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| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>                           | <p>Mityana District Local Government has a substantive Principal Internal Auditor seen from the personal file No: CR 11169 Ref No. CR/11169 and posting instructions dated April 28, 2017.</p>                                                                                                                                                                                                                                   | <p>1</p> |
| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>                                                                                                               | <p>Mityana District Local Government produced all the four (4) quarterly internal audit reports for FY 2017/18 submitted them as follows:Quarter 1 on 30/10/2017, Quarter 2 on 13/2/2018, Quarter 3 on 18/5/2018 and Quarter 4 on 29/8/2018.</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> | <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>There was only a report for Quarters 1 and 2 on information provided to the Council and LG PAC on the status of implementation of internal audit findings for financial year 2017/18 as per the LG PAC Reports dated 16/1/2018 and received by the District chairperson on 23/01/2018 but the Internal Audit reports for Quarters 3 and 4 for financial year 2017/18 were due for deliberation at the time of assessment.</p> | <p>0</p> |

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| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that 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>Internal audit reports for FY 2017/18 were submitted to LG Accounting Officer, and LG PAC deliberated audit issues and internal audit findings for financial year 2017/18 evidenced by LG PAC Minutes for meetings held on September 19-21, 2017, December 20 – 22, 2017, May 2-14 2018 and September 24, 2018.</p> | <p>1</p> |
| <p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>                                                          | <ul style="list-style-type: none"> <li>• Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>               | <p>Mityana District Local Government maintains an up- dated assets register covering details on buildings, vehicle and all other assets as per the format in the Local Government accounting manual.</p>                                                                                                               | <p>4</p> |
| <p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>                                                     | <p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul> | <p>Mityana District Local Government had an unqualified audit opinion as per Auditor General's Report for FY 2017/2018.</p>                                                                                                                                                                                            | <p>4</p> |

Governance, oversight, transparency and accountability

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| <p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>    | <ul style="list-style-type: none"> <li>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul> | <p>There was evidence that Mityana LG council met and discussed service delivery issues on the following dates:</p> <ol style="list-style-type: none"> <li>On 31st July 2017 under minute 010/DC/31/07/17 discussed committee reports in education, health and community services monitoring and performance reports,</li> <li>On 25th May 2017 under minute 393/DC/25/05/17 (G) discussed consolidation of procurement plan and part (F) discussed revenue enhancement plan for FY 2017/2018,</li> <li>On 25th may 2017 under minute 393/DC/25/05/17 (d) approved the budget for FY 2017/2018,</li> <li>On 7th Devenber 2017 under minute 032/DC/07/12/17 discussed LGPAC report for 4th Quarter 2016/2017,</li> <li>On 22nd March 2018 under minute 044/DC/31/01/2018 presentation of sectoral committee reports and</li> <li>On 22nd March 2018 under minute 055/DC/22/03/2018 approval of budget estimates for FY 2018/2019.</li> </ol> | <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>Mityana LG designated the Information Officer to responsible for feedback (grievance/complaints).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>1</p> |

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| <p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p> | <ul style="list-style-type: none"> <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>Complaints are registered at the reception with security personnel, before they are directed to either the CAO or the information officer for action.</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 LG payroll and Pensioners schedule were pinned up on Mityana LG Main Noticeboard.</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>The procurement plan and awarded contracts published on the notice board at Mityana District procurement notice. these include:</p> <ol style="list-style-type: none"> <li>Renovation of Maternity ward and OPD at Kitongo HCIII by Wamala investments ltd at UGx 38,182,680/=,</li> <li>Construction of a classroom block at Namukomago Primary school by Peak Brand LTD at UGx 68,715,530/=</li> </ol>                                                                                                                | <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>Mityana LG performance assessment results and implications was published on Main Notice board and CAO's office notiebord</p> <p>And also the implication discussed in TPC on 24th July 2017 under minute 5/7/DTPC/2017 disseminated performance assessment manual</p> <p>Published on <a href="http://www.mityanadistrictlocalgovernment.ug">www.mityanadistrictlocalgovernment.ug</a> with state affairs report uploaded</p> <p>Social media page: <a href="#">mityana district local government facebook page</a></p> | <p>1</p> |

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| <p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>      | <ul style="list-style-type: none"> <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>Mityana LG discussed and communicated and explained guidelines, circular and policies on 24th July 2017 under minute 5/7/DTPC/2017 distributed and discussed the DDEG guidelines to Lower Local Governments.</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>Mityana LG through the Communications officer organised and conducted:</p> <ol style="list-style-type: none"> <li>1. Press releases -Ref: CR/218/Vol-2 on 13th February 2018 on budget, departmental report and policy issues and circulars and</li> <li>2. Conducted a district opinion poll survey on Government implemented programs FY 2017/2018 under REF: INFO/206 on 19th September 2017.</li> </ol>                                                                                                                                        | <p>1</p> |
| <p>Social and environmental safeguards</p>                                                                                                                          |                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |
| <p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.</li> </ul>                    | <p>There was evidence that the Gender focal person and CDO of Mityana LG provided guidance and support to sector departments in Gender mainstreaming, vulnerability and inclusion in their activities as follows:</p> <ol style="list-style-type: none"> <li>1) Carried out Gender training ;</li> <li>2) Initiated gender sensitive recruitment policy in the district across all departments and</li> <li>3) Revitalised the District training committee with gender perspective 5) Held gender responsive budgeting for technical staff</li> </ol> | <p>2</p> |

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| <p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>                           | <ul style="list-style-type: none"> <li>Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2.</li> </ul> | <p>There was evidence that the gender focal point and CDO planned for a minimum of two activities for the current FY to strengthen women's roles and address vulnerability. As follows:</p> <ol style="list-style-type: none"> <li>To Carry out gender audit for reliable staff gender disaggregated data in all departments;</li> <li>To revitalize the District training committee with gender perspective;</li> <li>To hold gender responsive budgeting for technical staff and</li> <li>To conduct District based gender compliance auditing.</li> </ol> <p>As per the budget performance report of the previous financial year, amount budgeted was UGX 1,500,000 and UGX 1,400,000 was implemented, this represents 93%.</p> | <p>2</p> |
| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1</li> </ul>                                                                                                                                      | <p>There was evidence that the environmental screening activities were done, and mitigation measures were budgeted for .As follows;</p> <ol style="list-style-type: none"> <li>Mechanised routine maintenance of Katalo Kiyongani road 6kms –Mity568/WRKS/2017-2018/00007;</li> <li>MW/102-routine maintenance of Ddundu Namasenene Road 9kms,</li> <li>Kiryokya Matte road 14kms MITY568/WRKS/17-18/00015,</li> <li>MITY568/WRKS/17-18/00001. Borehole siting and drilling at Buwalula Jinja, Nakyewa and Nabumbuga and</li> <li>MITY568/WRKS/17-18/00004. Construction of two class room block at Kiryokya Primary school.</li> </ol>                                                                                            | <p>1</p> |

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| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul> | <p>There was evidence that Mityana LG integrated environmental and social management and health safety plans as follows;</p> <ol style="list-style-type: none"> <li>1. Construction of latrine at Gombe Mwato landing site and signed on 7th /08/2017;</li> <li>2. Mechanised routine road maintenance at Kitongo Manyi Road signed on 13th July 2017;</li> <li>3. Mechanised routine road maintenance at Kande Kajonji road and signed on 12th July 2017;</li> <li>4. Construction of two classroom block at Kawolongo primary school signed on 8th June 2017 and</li> <li>5. Construction of two class room block at Kiryokya primary school signed on 7th June 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 all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>    | <p>There was evidence that Mityana LG implemented projects on land where the LG has proof of ownership as follows;</p> <ol style="list-style-type: none"> <li>1. Block 146 plot 42, District Headquarters;</li> <li>2. Block 15 size 3.5acres recreation center and</li> <li>3. Block 425 plot 66 size 0.24h land Office</li> </ol>                                                                                                                                                                                                                                                                                                                                               | <p>1</p> |

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| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul> | <p>There was evidence that all completed projects have environmental and social mitigation certification form completed and signed by the Environmental Officer and CDO as follows;</p> <ol style="list-style-type: none"> <li>1. Construction of two class room block at Bulera Primary school signed on 4th June 2017;</li> <li>2. Construction of two class room block at Kiryokya Primary school signed on 6th June 2017;</li> <li>3. Mechanized routine maintenance of Wabiyinja Mpenga Road signed on 10th July 2018 and</li> <li>4. Construction of latrine at Gombe landing site, signed on 10th /July /2018</li> <li>5. Drilling of borehole at Walyakajja signed on 12th February 2018.</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>There was evidence that the contract payments certificated include environmental and social clearance as seen in the following projects:</p> <ol style="list-style-type: none"> <li>1. Construction of latrine at Gombe Mwato landing site;</li> <li>2. Mechanised routine road maintenance at Kitongo Manyi Road;</li> <li>3. Mechanised routine road maintenance at Kande Kajonji road;</li> <li>4. Construction of two classroom block at Kawolongu primary school and</li> <li>5. Construction of two class room block at Kiryokya primary school.</li> </ol>                                                                                                                                         | <p>1</p> |



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| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken.</li> </ul> <p>Score: 1</p> | <p>There was evidence that Mityana LG environmental officer and CDO monthly report includes completed checklist, deviations and corrective actions taken as seen in the following reports:</p> <ol style="list-style-type: none"> <li>1. Environmental report prepared on 20th /08/2018 on Water , mitigation measures on school facilities in Lugo primary, Nabitte primary school, St Matia Mulumba Primary school and Bukola Muli primary schools, deviations highlighted in the reports, corrective actions taken;</li> <li>2. Summary of implementation of environmental mitigation measures on district projects prepared 29th June 2018 and 20th July 2018 and</li> <li>3. Monthly implementation of environmental mitigation measures on education projects for 2017/2018 dated 2nd May 2018.</li> </ol> | <p>1</p> |
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| Summary of requirements                                                                                                                                                                       | Definition of compliance                                                                                                                                                                                                                | Compliance justification                                                                                                                                    | Score |
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| Human resource planning and management                                                                                                                                                        |                                                                                                                                                                                                                                         |                                                                                                                                                             |       |
| <p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p> | <ul style="list-style-type: none"> <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> | <p>All the 119 head teachers and 873 teachers (at least one teacher per class) have budget provision of 6,621,668,386 Uganda shillings only.</p>            | 4     |
| <p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p> | <ul style="list-style-type: none"> <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>  | <p>From the staff list obtained from the DEO's office ,there is evidence that the LG has deployed a head teacher and at least a teacher in every class.</p> | 4     |

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| <p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>                                         | <ul style="list-style-type: none"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</li> </ul> <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul> | <p>Out of 119 head teachers in the wage bill for the financial year 2018/2019, (which is 6,621,668,386) 75 (64%) were substantively appointed as reflected on their files.</p>                                       | <p>0</p> |
| <p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>         | <ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>                                                                              | <p>Two out of the three inspectors of schools in the approved staff structure were substantively appointed as per the following minutes :Wamala Emmanuel , NO: DSC /024/2014 and Kifampa Hamid, NO. DSC/23/2016.</p> | <p>0</p> |
| <p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p> | <p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>                                                                          | <p>A recruitment plan with 205 positions of teachers sent to the human resource department on 15/08/2018 for the FY 2018/2019.</p>                                                                                   | <p>2</p> |

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| <p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p> | <p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul> | <p>There was no recruitment plan submitted by the education department to the human resource office to fill the vacant position of Inspector of schools.</p> | <p>0</p> |
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Monitoring and Inspection

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| <p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p> | <p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul> | <p>Mityana LG had 2 School Inspectors. The two Inspectors were appraised as follows</p> <ol style="list-style-type: none"> <li>1. Inspector of School-( CR11147) appointed on 29th December 2016 and was appraised on 9th July 2017</li> <li>2. Inspector of School (CR11018) was appointed on 7th April 2014 and appraised on 1st July 2017</li> </ol> | <p>3</p> |
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| <p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p> | <p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul> | <p>All the 10 sampled School head teachers in Mityana were appraised for the previous year as reflected on their personnel files below;</p> <ol style="list-style-type: none"> <li>1, Head Teacher (CR/D 11436) Lusalira Primary School was appraised on 13/06/17.</li> <li>2, Head Teacher (CR/T 10601) Nakaseta Primary School was appraised on 22/08/17.</li> <li>3, Head Teacher (CR/D 11372 ) Nampewo primary School was appraised on 22/08/17.</li> <li>4, Head Teacher ( CR/D 11772) Namungo primary school was appraised on 31/07/2017.</li> <li>5. Head Teacher (CR/D/11690) Luwaga was appraised on 16/01/2018</li> <li>6, Head Teacher (CR/D 10809) St Kizito Namangoma Primary School was appraised on 20/08/17.</li> <li>7, Head Teacher ( CR/D/11297) of Kabungeza primary school was appraised on 27/10/2017.</li> <li>8, Head Teacher (CR/D/11794) of Kisaawu primary school was appraised on 30/01/2018.</li> <li>9, Head Teacher (CR/D/ 11189 ) of Kittante primary school was appraised on 30/01/2018.</li> <li>10. Head Teacher (CR/10809 ) of St Kizito Primary School was appraised on 16/01/2018</li> </ol> |  |
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| <p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>                                                   | <p>The LG received the following circular :Adherence to school calendar from MOE : Enforcement of standard operating procedure (SOP) for private schools in Uganda,unlicensed/ unregistered schools and Enforcing closure of illegal schools, however, there was no evidence to show that they were disseminated to schools.</p> | <p>0</p> |
| <p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul> | <p>There was no evidence that the LG Education department held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level.</p>                                                                                                     | <p>0</p> |

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| <p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>                                                                                 | <ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced:</li> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> | <p>On average, 85% of both government and private registered schools were inspected in the 3 terms. This includes; 66% (78 out of 119) schools in term 3, 2017; 93% (111 out of 119) schools were inspected in term 1, 2018 , 92% (109 out of 119) schools in term two 2018. On the other hand 80% (24 out of 30) ,100%(30 out of 30), 100% (30 out of 30) private registered schools were inspected in term three (2017) ,term 1, and 2 2018 respectively.</p>                   | <p>8</p> |
| <p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>                                                                                                                                                        | <p>There is evidence that the department held meetings on 19/04/2018 and 5/09/2018 to discuss issues emerging from inspection reports which included: under staffing at Nakatembe Primary school, increasing absenteeism of teachers in Kyamanyooli ,Bekiina, Baluma and Kiryokya primary schools. One teacher identified for abandonment of duty at St Theresa Mayirye was summoned to appear in the rewards and sanction committee for a disciplinary action on 20/09/2018.</p> | <p>4</p> |

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| <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>There are acknowledgments dated 19/12/2017,30/7/2018 and 24/9/018 respectively to show that the LG Education department submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES).</p> | <p>2</p> |
| <p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>                                                                                                                        | <p>There was no evidence from the files in the DEOs' office and from the sampled schools that the LG Department followed up on recommendations from the School Inspection reports</p>                                                                              | <p>0</p> |
| <p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>                               | <ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul> | <p>The total number of schools as per EMIS is 119 which is consistent with PBS .</p>                                                                                                                                                                               | <p>5</p> |



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| <p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p> | <p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul> | <p>The Enrolment data for all school is 35,843 which consistent with EMIS report and PBS report.</p> | <p>5</p> |
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Governance, oversight, transparency and accountability

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| <p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <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>There was evidence that Mityana LG council committee on education met and discussed service delivery issues in Social Service Standing committee where education sector is discussed. Meetings held on:</p> <p>.On 12th June 2018 under minute 065/EDU/12/06/12/06/2018 presented and discussed departmental performance report for Education, Health and community services,</p> <p>.On 12th June 2018 under minute 066/EDU/12/06/2018 iscussed departmental budget and workplan for 1st Quarter 2018/2019,</p> <p>On 19th December 2017 under minute 032/EDU/19/12/2017 discussed departmental performance report for Education and Heath and</p> <p>On 19th December 2017 under minute 033/EDUC/19/12/2017 discussed 3rd Quarter departmental workplan for FY 2017/208.</p> | <p>2</p> |
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| <p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>                                                                                                                                                                      | <p>There is evidence that Mityana LG education sector committee presented issues to council as required for approval. Meetings held on:</p> <p>.On 31st July 2017 under minute 010/DC/31/07/17 presented sectoral committee reports for Education, Health and community services to council for approval and</p> <p>.On 28th septembr 2017 under minute 021/DC/28/09/17 discussed and presented supplementary budget for Education, Health and Community services for council approval.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>2</p> |
| <p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>                                                                                                | <p>Evidence that all primary schools have functional SMCs (estab- lished, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul> | <p>A total of 119 Schools, a sample of 5 schools was taken to establish the functionality of SMCs these include:</p> <ol style="list-style-type: none"> <li>1. Bbira Primary School- SMC appointed on 1st January 2016; School Management Committee meetings on 20th June 2018; 9th February 2018 and 17th November 2017,</li> <li>2. Kisaana UMEA Primary School appointed on 1st January 2016 SMC meeting held on 26th April 2018 and 4th Oct 2017,</li> <li>3. Ndirabweru cope centre -SMC appointed on 1st January 2016; SMC held meeting on 20th June 2018, 9th February 2018 and 14th March 2018,</li> <li>4. Buyambi Primary school -appointed on 1st January 2016. SMC meeting held on 6th June 2018, 4th October 2017 and 23rd June 2017 and</li> <li>5. Ggulwe UMEA Primary school-SMC Appointed on 1st January 2016. SMC held meeting on 14th June 2017.</li> </ol> <p>Hence Mityana LG had all established SMCs appointed and established and functional.</p> | <p>5</p> |

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| <p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>                                                                                                                                                  | <ul style="list-style-type: none"> <li>Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>                                                     | <p>Mityana LG posted a list of schools receiving none wage grant on its notice board dated 24/09/018 for the FY 2018/2019.</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> | <p>The education department submitted a procurement plan to PDU on 23/07/018 which was late.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>0</p> |
| <p>Financial management and reporting</p>                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |
| <p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>                                                                                                                                    | <ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>                                                                 | <p>All payments requests for Mityana District Local Government Education department were timely certified and recommended as per copy of contracts as per the following sampled contracts:Contract No Mity568/Wrks/17-18/00002 Construction of a 2 classroom block at Bulera Primary School by Kanaddi Trust Enterprises Ltd; Contract No Mity568/Wrks/17-18/00005 Construction of a 2 classroom block at Kyamanyoli Primary School by Ms Kabosi Farmers and contractors Ltd; and Contract No Mity568/Wrks/17-18/00003 Construction of a 2 classroom block at Kawalongojo Primary School by Almond Intergrated (U) Ltd.</p> | <p>3</p> |

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| <p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul>                                                                                                                                                                                                                                                                                  | <p>Mityana LG Education department had NO evidence on record that it submitted Annual report (all quarterly reports) on time to the planning unit.</p>                                                                                 | <p>0</p> |
| <p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>                                                        | <ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>o If sector has no audit query score 4</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>o If all queries are not responded to score 0</li> </ul> </li> </ul> | <p>All queries have been Responded to by Mityana District Local Government Education department as seen from DEO'S sector responses Dated 4/4/2018 and also as seen CAO's file of responses to audit Queries for Quarters 1,2and 3</p> | <p>2</p> |
| <p>Social and environmental safeguards</p>                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                        |          |

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| <p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul> | <p>The LG Education department in consultation with the gender focal person held a headteachers meeting on 15/05/2018 to disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills,</p>                                                               | <p>2</p> |
| <p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>                                                                    | <p>On 15/05/2018 the LG Education department in collaboration with gender department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools including the provision of a birth room on all toilet facilities met for girls to enhance menstrual hygiene.</p>                                            | <p>2</p> |
| <p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>                                                                                                                                                                 | <p>All the sampled School Management Committee : ST Thereza Mayirye Primary school(6 female 7 male ),St Lukka Banna ba Kintu (5 female ,8 male ), Malwa Umea (4 female 9 male ),Mawunde church of Uganda(5 female 7 male ),Ssekanyonyi (6 female 7 male )and Kiwawu church of Uganda(6 female 7 male) met the guideline on gender composition.</p> | <p>1</p> |

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| <p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> <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>On 6/03/2018 Mityana LG Education department in collaboration with Environment department issued guidelines on environmental management tree planting, waste management, formation of environmental clubs and environment education as well as water harvesting in their respective schools.</p> | <p>1</p> |
| <p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>   | <p>All school infrastructure projects for example the construction of two classroom block at Bulera , Kiryokya,kyamanyole and Kawolongojjo Primary schools were screened before approval for construction using the checklist for screening of projects in the budget guidelines .</p>              | <p>1</p> |
| <p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>                                                                                                 | <p>From the sampled schools already mentioned,the was no evidence that environmental officer and community development officer visited the sites to check whether the mitigation plans were complied with.</p>                                                                                      | <p>0</p> |

| Summary of requirements                                                                                                                                                                   | Definition of compliance                                                                                                                                                                                                                                                                      | Compliance justification                                                                                                                                                                             | Score |
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| Human resource planning and management                                                                                                                                                    |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                      |       |
| <p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>                           | <p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul> | <p>Mityana District Local Government had filled 489 out of 628 (78%) of the structure for primary health care with a wage bill provision from Primary Health Care (PHC) wage for the current FY.</p> | 4     |
| <p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p> | <p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>                                                                                                | <p>The Human Resources Management (HRM) department received a recruitment plan with all the 138 vacant positions from the health department on 8th April 2018.</p>                                   | 6     |

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

Maximum 8 points for this performance measure

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

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

All the 17 Health facility In-charges sampled in Mityana were appraised during the previous Fy 2017/2018 as shown by the file numbers and their facilities ;

Mityana general hospital - CRD/10408 was appraised on 11th July 2018

Kyantungo HCIV -CRD/10360 was appraised on 20th June 2018

Ssekanyonyi HCIV -CRD 10301 was appraised on 20th June 2018

Mwere HCIV – CRD / 10897 was appraised on 18th May 2018

Maanyi HCIII –CR/D / 10764 was appraised on 2nd June 2018

KitongoHCIII –CR/D/10261 was appraised on 18th June 2018

Malangala HCIII,CR/D,/1032 was appraised on 26th June 2018

Namungo HCII CR/D/11042 was appraised on 16th June 2018

Kyamusisi HCIV, CR/D/ 10725 was appraised on 28th June 2018

Bulera HCIII CR/D /10335 was appraised on 30th June 2018

Mpongo HCII, CR/D /10452 was appraised on 26th June 2018

Lusalira HCII CR/D /11045 was appraised on 2nd July 2018

Kanyanya HCII CR/D/ 10439 was appraised 2nd July 2018

Kalama HCII CR/D/10425 was appraised on 29th June 2018

Kiyonganyi HCII CR/D/10717 was appraised on 31st July 2018

Kajonji HCII, CR/D/10707 was appraised on 3rd July 2018

Kibaale HCII CR/D/10920 was appraised on 5th July 2018



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| <p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> <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>Mityana District Health department did not deploy health workers across health facilities in accordance with the staff lists submitted together with the budget as reflected in the following examples:</p> <p>An Assistant Health Educator was deployed at Ssekanyonyi HCIV and not catered for in the budget. The health department considered this to have been an error during budgeting.</p> <p>A Laboratory Assistant was deployed at Kyamusisi HCIII but not reflected in the budget. An Enrolled Nurse was instead not recruited and the related wage bill used to cater for the Laboratory Assistant.</p> <p>Apart from Namungo HCIII and Kalama HCII, each of the other three sampled health facilities including; Kyamusisi HCIII; Malangala; Ssekanyonyi HCIV had some differences relating to transfers made after the completion of budgeting process.</p> | <p>0</p> |
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Monitoring and Supervision

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| <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> | <p>The DHO did not communicate all guidelines, policies and circulars issued by the national level in the previous FY. Apart from Mityana Hospital that had received the “Guidelines for Local Government Planning Process, Health Sector Supplement 2017”, all the other four sampled health facilities including; Kyantungo HCIV; Bulera HCIII; Kalangalo HCII; and Misebe HCII had not received any of the guidelines.</p> <p>The District Health Officer had received all the 3 guidelines including:</p> <ol style="list-style-type: none"> <li>Guidelines for Local Government Planning Process, Health Sector Supplement 2017</li> <li>Sector Grant and Budget Guidelines to Local Governments FY 2018/19,</li> <li>Policy Strategies for Improving Health Service Delivery 2016-2021.</li> </ol> | <p>0</p> |
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| <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>                                                                                                                                   | <p>The District Health Officer held a DHT meeting on 6th April 2018, attended by health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level under minute 6. The policies explained included; Results Based Financing; and Surge strategy – focusing on accelerated HIV epidemic control.</p> <p>The District Health Officer also held a meeting with health facility In-charges on 12th June 2018 and under minute 6, explained the guidelines and policies including; Sector Grant and Budget guidelines to local governments; and the HIV testing services implementation guidelines 2016.</p> | <p>3</p> |
| <p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>                                                    | <p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>                                                                                                                                                                                                            | <p>The DHT supervised only three out of the four (75%) HCIVs and the district hospital at least once in a quarter. There was no evidence of the DHT’s supervision of Kyantungo HCIV in quarter two. Mityana Hospital, Mwera and Ssekanyonyi HCIVs were all supervised in all quarter as per reports dated; 12th September 2017; 15th January 2018; 13th March 2018; and 11th June 2018.</p>                                                                                                                                                                                                                                                                  | <p>0</p> |
| <p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>                                                    | <p>Evidence that DHT/MHT has 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> | <p>The Health Sub District (HSD) supervised four (80%) of the five sampled lower level health facilities within the previous FY.</p> <p>Apart from third quarter, Namungo HCIII was supervised as per reports dated; 22nd November 2017; 26th June 2018; and the undated quarter one report.</p> <p>Malangala HCIII was supervised in all the first three quarters; 22nd November 2017; 26th June 2018; and the undated quarter one report.</p> <p>Kinyonganyi and Kikandwa HCIIIs were not supervised in the undated first and third quarter reports. There was no evidence of supervision of Lusalira HCII.</p>                                            | <p>2</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

Maximum 10 points for this performance measure

- 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

The District Health Team (DHT) discussed the issues raised in all the 4 quarterly reports of the support supervision and monitoring visits and used them to make recommendations as reflected below:

The quarter one undated DHT supervision report that covered supervision conducted between 12th to 16th September 2017, raised the issue of stock out of medicines at facilities including Kajoji HCII, increased by her omission on the distribution list. In the DHT meeting held on 22nd September 2017, Min 06/09/2017, the issue was discussed and a recommendation that the District Medicines Management Supervisors distribute the drugs was made.

The quarter two DHT supervision report raised the issue of linkage of the roof of the Out Patient Department at Nakaziba HCII. The issue was discussed by the DHT in a meeting held on 12th December 2017, Min 5/12/17 and a recommendation that the DHO follows up with the sub county leaders and the Chief Administrative Officer was made.

The quarter three DHT supervision report highlighted lack of community linkage frameworks to confirm successful linkage of clients to care at health facilities including; Kambaala HCIII; Kyamusisi HCII. The DHT discussed this issue in its meeting held on 7th March 2018 and recommended strengthening of community structures.

The quarter four DHT supervision report dated 11th June 2018 highlighted poor waste management at Lusaalira HCII and Maanyi HCIII. The DHT discussed this issue in its meeting held on 21st June 2018 under minute Min 3/21/6/18 and recommended the communication by the HSD team and DHT to the In-charges to strengthen waste management.

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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 the recommendations are followed</li> <li>– up and specific activities undertaken for correction: score 6</li> </ul>                                                                                                                    | <p>There was follow up of recommendations made by the DHT. For example, under Min 5/12/17 of the DHT meeting held on 12th December 2017, the DHO was assigned to talk to the Sub County leaders and the Chief Administrative Officer to raise funds for a leaking roof of at Nakiziba HCII. Follow up was made as reflected in Min 4/18/12/2017 of the DHT meeting minutes dated 18th December 2017, where the DHO gave an update to members, and indicated that an agreement had been signed with a contractor the renovation work.</p> <p>In Min 12/MMS/09/17/18 of the DHT meeting dated 28th September 2017, Mildmay Uganda was tasked to conduct a Training of Trainers for Web Based Ordering of ARVs in October 2017. Follow up was made in the DHT meeting of 21st November 2017, Min 06/MMS/03/2017/2018 where members were told the training was conducted</p> | <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>o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul> | <p>The health department submitted accurate and consistent data since all the 36 health facilities that received PHC funding were also on lists in the HMIS reports.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>10</p> |
| <p>Governance, oversight, transparency and accountability</p>                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |

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| <p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the 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>There was evidence that Mityana LG council committee on Health met and discussed service delivery issues in Social Service Standing committee where education sector is discussed. Meetings held on:</p> <ul style="list-style-type: none"> <li>On 12th June 2018 under minute 065/EDU/12/06/12/06/2018 presented and discussed departmental performance report for Health and community services,</li> <li>On 12th June 2018 under minute 066/EDU/12/06/2018 discussed departmental budget and workplan for 1st Quarter 2018/2019,</li> <li>On 19th December 2017 under minute 032/EDU/19/12/2017 discussed departmental performance report for Education and Health and</li> <li>On 19th December 2017 under minute 033/EDUC/19/12/2017 discussed 3rd Quarter departmental workplan for FY 2017/2018.</li> </ul> | 2 |
| <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>There was evidence that Mityana LG Health sector committee presented issues to council as required for approval on:</p> <ul style="list-style-type: none"> <li>31st July 2017 under minute 010/DC/31/07/17 presented sectoral committee reports for Health to council for approval and</li> <li>On 28th September 2017 under minute 021/DC/28/09/17 discussed and presented supplementary budget for Health and Community services for council approval</li> </ul>                                                                                                                                                                                                                                                                                                                                                 | 2 |
| <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> </ul> | <p>Only one (20%) out of the five sampled facility HUMCs had all the four mandatory meetings and discussed budgets and resource allocation. Miserbe HCII had all the four mandatory meetings but minutes for quarters 1 and 2 were not signed by the Chairman. Information about the functionality of the HUMC of each of the four sampled facilities and that of the Hospital board is presented below:</p> <p>Mityana Hospital board discussed budget issues in all the 4 mandatory quarterly meetings held on; 25th April 2018 (Min 2018-04/08 and 2018-04/09 focused on review of work plan and quarter 4 performance); 19th January (Min 2018/01/09</p>                                                                                                                                                          | 0 |

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|                                                                                                                                          | <ul style="list-style-type: none"> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul>                                                                                               | <p>focused on approval of 3rd quarter work plan); 13th October 2017 (Min 2017/10/09 focused on approval of 2nd quarter work plan); and 20th July 2017 (Min 2017/07/10 focused on review of work plan).</p> <p>Kyantungo HCIV HUMC held 3 mandatory quarterly meetings and discussed budget issues on the following dates; 26th November 2017 (Min 1.5.1 bullet No. VI focused on PHC funds); 24th January 2018 (Min 1.5.1); and 28th June 2018 (Page 2 paragraph 45). There was no evidence of a meeting held in quarter one.</p> <p>Bulera HCIII HUMC held 3 out of the 4 mandatory meetings and discussed budget and resource allocation issues in only fourth quarter as reflected below; 29th September 2017; 30th March 2018 but not signed by the Secretary; and 3rd June 2018 (Min 04/06/18 focused on slashing the compound and Results Based Funding; and Min 05/06/18 focused on use of PHC funds). There was no evidence of a meeting held in quarter two.</p> <p>Kalangalo HCII HUMC held 3 out of the 4 mandatory quarterly meetings and discussed budget and resource allocation issues on the following dates; 30th August 2017 (Page 2 paragraph 2, focused on funding for renovation of the OPD); 9th November 2017 and 30th November 2017 (Min 05/11/2017 focused on review of the budget); and 11th July 2018 (Min 5/7/2018 focused on community contribution to the facility budget). There was no evidence of a meeting held in quarter two.</p> <p>Masebe HCII HUMC held all the 4 mandatory quarterly meetings on the following dates; 29th September 2017 (Not signed by the chairman); 29th December 2017 (Not signed by the chairman); 13th March 2018; and 28th June 2018. There was no discussion of budgets and resource allocations recorded in any minute.</p> |          |
| <p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul> | <p>Mityana District health department had publicised all health facilities that received PHC none wage recurrent grants. A list of 36 health facilities with PHC non-wage figures for quarter one of 2018 was pinned on the DHO's notice board dated 11th August 2018.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>4</p> |

Procurement and contract management

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| <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> | <p>The Procurement and Disposal Unit (PDU) received form PP1 from the health department on 10th July 2017 concerning the renovation of Nakaziba HCII including roofing, and provision of a solar system.</p> <p>The PDU received a procurement plan from the health department on 24th April 2018. It catered for the following projects and supplies:</p> <ol style="list-style-type: none"> <li>Construction of a comprehensive Out Patient Department block at Namungu HCIII;</li> <li>Construction of a maternity ward at Busunju HCIII;</li> <li>Purchase of solar batteries for Kyamusisi HCIII, Kalama HCII and Kanyanya HCIII; and</li> <li>Supply of fuel, stationary, computer servicing, and purchase of tyres and motor vehicle servicing.</li> </ol> | <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>                                                                     | <p>The PDU received form PP1 from the health department on 10th July 2017 concerning the renovation of Nakaziba HCII including roofing, and provision of a solar system.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>2</p> |



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| <p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>                                    | <ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>                                                                                                                                                                                                                                                                                                                               | <p>Mityana District Local Government Health sector was not receiving Health sector Development Grants and there were no suppliers/contracts for the entire FY2017/18 and hence no payment requests.</p>                                                                                                                           | <p>4</p> |
| <p>Financial management and reporting</p>                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                   |          |
| <p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> <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>Mityana LG Health department submitted on:</p> <p>Quater-1 annual performance report: Submitted 28th February 2017 to planner;</p> <p>Quater-2: submitted on 09th April 2018 to planner</p> <p>Quater-3: submitted on 27th August 2018 to planner and</p> <p>Quater-4: Submitted later than mid-July on 5th September 2018</p> | <p>0</p> |
| <p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>                                             | <p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>If sector has no audit query: Score 4</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>If all queries are not responded to Score 0</li> </ul> | <p>Mityana Health Department did not respond to three (3) audit queries raised in Quarter 3 concerning no record for some medical equipment in assets register, insecurity and thefts at Mityana Hospital.</p>                                                                                                                    | <p>0</p> |



| Social and environmental safeguards                                                                                                          |                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |
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| <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>The HUMCs and Hospital board met the gender composition minimum of 30% women since all the four sampled facilities and Hospital board were composed of more than 30% women.</p> <p>The female compositions for the Hospital board and HUMC of each of the four sampled facilities are reflected as follows; 56% (5 females out of 9 members) for Mityana Hospital board; 30% (3 females out of 10 members) for Kyantungo HCIV HUMC; 43% (3 females out of 7 members) for Bulera HCIII HUMC; 60% (3 females out of 5 members) for Kalangalo HCII HUMC; and 43% (3 females out of 7 members) for Misebe HCII HUMC.</p>                                                                                                            | <p>2</p> |
| <p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p> | <ul style="list-style-type: none"> <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> | <p>The health department issued guidelines on how to manage sanitation in health facilities to four out of the five sampled health facilities. The guidelines included charts and manuals as reflected below;</p> <p>“Hand washing and use of gloves” in the Paediatric ward and personal hygiene; and “How to wash Hands” in the women’s ward at Mityana Hospital; “Transmission cycle of Intestinal Worms” at Misebe HCII; “Procedure for Washing Hands”; and “Cleaning and Waste Disposal by CDC 2016” at Kyantungo HCIV; and “How to wash Hands” at Kalangalo HCIII. There was no evidence of guidelines on sanitation at Bulera HCIII.</p> <p>There was no evidence of issuance of sanitation guidelines to Bulera HCIII.</p> | <p>2</p> |

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| <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>The Mityana District Environment Officer screened the renovation of Nakaziba HCII on 10th July 2017 but the checklist for screening of projects in the budget guidelines was not used.</p>                                                                                                                                                                                                                                                                                                             | <p>0</p> |
| <p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> <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>The Mityana District Environment Officer visited the site and checked whether the mitigation plan was complied with, as reflected in the monitoring report dated 27th April 2018.</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>                                                     | <p>Mityana District health department issued guidelines on medical waste management, including manuals and charts to all the five sampled health facilities as reflected below; “Infection Safety and Appropriate Health Care Waste Management, Participants’ Notes, July 2005” which was found at Kalangalo HCIII and Kyantungo HCIV; “Bio safety Manual dated 15th June 2018” which was found at Mityana Hospital; and “Medical Waste Segregation” which was found at Misebe HCII and Bulera HCIII.</p> | <p>4</p> |

| Summary of requirements                                                                                                                                                                                                                 | Definition of compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Compliance justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Score |
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| Planning, budgeting and execution                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |
| <p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>                                                                       | <ul style="list-style-type: none"> <li>• Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>  | <p>Mityana District has an average safe water coverage that currently stands at 76% as per the District Atlas Report on the Ministry of Water and Environment website, and 78% at the beginning of the financial year 2017/2018 as per the Uganda Water Supply Atlas available at the District Water Office. The district has four sub-counties below this average. These are Bulera at 72%, Kalangaalo at 22%, Namungo at 57% and Ssekanyonyi at 69%.</p> <p>According to the district water budget for the current FY, 86.5% is allocated to these four sub-counties to cover rehabilitation of 2 boreholes in Ssekanyonyi and Namungo, drilling of two deep boreholes in Kalangaalo and Namungo and construction (completion) of a piped water system in Kalangaalo.</p> | 7     |
| <p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p> | <ul style="list-style-type: none"> <li>• Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> <li>o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15</li> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul> | <p>In the previous F/Y, the District Water Office planned to implement 7 projects in the sub-counties below the average district safe water coverage. These included drilling of 3 deep boreholes in Bulera (2) and Namungo (1), rehabilitation of 3 boreholes in Namungo, Ssekanyonyi and Kalangaalo and construction (phase one) of a piped water system in Kalangaalo.</p> <p>The water department managed to successfully implement 5 of the 7 planned projects. These include drilling of 1 deep borehole in Bulera, rehabilitation of all the 3 targeted deep boreholes and construction (phase one) of the piped water system in Kalangaalo.</p> <p>This represents implementation of 71.4% of the planned projects.</p>                                             | 5     |
| Monitoring and Supervision                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |

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| <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>Filled monitoring forms (Form 1s) for all new projects including those implemented by an NGO Water to Thrive, were available on file and verified.</p> <p>Filled monitoring forms (Form 4s) for the old water sources were also seen on file and verified.</p>                                                                                                                          | <p>15</p> |
| <p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> <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>Data in the MIS report from the Ministry of Water and Environment for FY17/18 is consistent with the information in the District Annual Work Plan for the previous F/Y. They both show that the planned projects were drilling of 4 deep boreholes, construction (phase one) of 1 piped water system, rehabilitation of 4 deep boreholes, and construction of 1 public VIP latrine.</p> | <p>5</p>  |

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| <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>The MIS report obtained from the Ministry of Water and Environment reflects that these projects were accomplished;</p> <ul style="list-style-type: none"> <li>- Drilling of 4 deep boreholes.</li> <li>- Rehabilitation of 4 boreholes.</li> <li>- Construction (phase one) of 1 piped water system.</li> <li>- Construction of 1 public- latrine.</li> </ul> <p>The PBS indicates the same information of completed projects. However, it also includes and extra 2 boreholes drilled by an NGO Water to Thrive thus not captured in the MIS report.</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>The water sector input for the district procurement plan to the PDU was submitted on 4th- April- 2018 which is before the required deadline of April 30th.</p>                                                                                                                                                                                                                                                                                                                                                                                                          | <p>4</p> |
| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>                                                                                                            | <ul style="list-style-type: none"> <li>If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul> | <p>Three contract managers were appointed by Chief Administrative Officer to manage the different WSS projects last F/Y. These were Mr. James Ssonko for siting and drilling projects, Mr. Robert Kazibwe for borehole rehabilitation and Mr. Livingstone Mwanuke for construction of the 5-stance pit-latrine.</p> <p>Contract management plans and monthly supervision reports for all the projects available on file. However, 3 of the 4 drilled boreholes were not functional and there was no indication of any monitoring of the same done by the water office.</p> | <p>0</p> |

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| <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>The water and sanitation facilities visited were constructed as per design. The sampled projects include; 5 Boreholes (DWD 56371 in Mairye B village, Borehole Rehabilitation in Kikuuta village, DWD 56373 in Buluma village, DWD 56372 in Jinja village and DWD 56374 in Nalya-Nkanja village) and a 5- stance lined pit-latrine at Gombe-Mwalo.</p> | <p>2</p> |
| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p> | <ul style="list-style-type: none"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>                                    | <p>Completion reports from the contractor available on file. Completion report for drilling of 4 boreholes by Galaxy Agrotech dated November, 2017, and completion report for rehabilitation of 4 boreholes by Mastak Investment Ltd dated October, 2017 were seen on file.</p>                                                                           | <p>2</p> |
| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p> | <ul style="list-style-type: none"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul> | <p>Completion certificates and reports for the new WSS projects available on file and verified. These are for drilling of 4 boreholes by Galaxy Agrotech, for rehabilitation of 4 boreholes by Mastak Investment Ltd and for the 5- stance pit latrine.</p>                                                                                               | <p>2</p> |

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| <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>                                                                       | <p>Mityana District Local Government Water department (DWO) timely certified and recommended as per copy of contracts as per the following sampled contracts: Contract No Mity568/Srvces/17-18/00003 construction of Kiryokya Water Scheme Phase1 by Frabs Consults Ltd; Contract No Mity568/wrks/17-18/00004 construction of Kiryokya piped Water Scheme Phase1 by Agola General Enterprises Ltd; and Contract No Mity568/Srvces/17-18/00008 Rehabilitation of 4 Boreholes at Kasana in Namungo by Mastak Investments Ltd.</p>                    | <p>3</p> |
| <p>Financial management and reporting</p>                                                                                                                                      |                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |
| <p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p> | <ul style="list-style-type: none"> <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>There was evidence that Mityana LG Water Department submitted to the planner by mid-june for consolidated as below:</p> <ol style="list-style-type: none"> <li>Quarter-1 annual performance report: submitted on 6th October 2017 to district planner,</li> <li>Quarter-2 annual performance report, submitted on 15th January 2017 to district planner,</li> <li>Quarter-3 performance report, submitted on 8th April 2018 to the district planner and</li> <li>Quarter-4 performance report on 12th June 2018 to district planner.</li> </ol> | <p>5</p> |

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| <p>The District Water Department has acted on Internal Audit recommendation (if any)</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> <li>o If sector has no audit query score 5</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> <li>If queries are not responded to score 0</li> </ul> | <p>Mityana District Local Government provided evidence on the status of implementation of all audit findings for the previous financial year 2017/2018 as per the report dated 13/4/2018.</p> | <p>3</p> |
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Governance, oversight, transparency and accountability



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| <p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> <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>There was evidence that Mityana LG Water sector committee met and discussed. Meeting s held on:</p> <p>. On 23rd August 2017 under minute 008/WKS/23/08/2017 presented and discussed performance report for June-July 2017 and under minute 009/WKS/23/08/2017 discussed departmental workplan for 2nd Quarter FY 2017/2018,</p> <p>.On 25th October 2017 under minute 018/WKS/25/10/2017; presented and discussed departmental performance report for September and October 2017,</p> <p>.On 19th December 2017 under minute 027/WKS/19/12/2017; presented and discussed departmental performance report for November 2017 and 3rd Quarter workplan for 2017/2018,</p> <p>.On 28th February 2018 under minute 038/WKS/28/02/2018; presented and discussed departmental performance report for December and January 2018 and priorities for FY 2018/2019 and</p> <p>.On 25th April 2018 under minute 048/wks/25/04/2018; discussed departmental performance report for February and march 2018; as well as under minute 049/WKS/25/04/2018, presented 4th Quarter Workplan for FY 2017/2018 and discussed departmental budget for FY 2018/2019 under minute 050/WKS/25/04/2018</p> | <p>3</p> |
| <p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>                                                                                                                                                                                                      | <p>There was evidence that Mityana LG Water sector committee presented issues to council as required for approval. Meetings held on:</p> <p>.On 31st July 2017 under minute 010/DC/31/07/17 presented sectoral committee reports for Water and sanitation to council for approval and</p> <p>.On 28th September 2017 under minute 021/DC/28/09/17 discussed and presented supplementary budget for Water for council approval.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>3</p> |

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| <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>The AWP, budget and the Water Development grant releases and expenditures were displayed on the district notice boards. The documents were also dully dated and stamped.</p> <p>Minutes of the advocacy meeting held at Mizigo Community Centre available on file.</p> | <p>2</p> |
| <p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p> | <ul style="list-style-type: none"> <li>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>The sampled water projects and VIP latrine were labelled with details including reference number, location, and date of construction.</p>                                                                                                                              | <p>2</p> |
| <p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p> | <ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>                                          | <p>Information on contract awards is well displayed on the district water department notice board.</p> <p>Information on tenders also on the notice board at the time of the assessment.</p>                                                                              | <p>2</p> |

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| <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>The community application letters and meeting minutes for the different water and sanitation facilities are available on file.</p> <p>The community contribution receipts were also seen on file.</p>                                                                                                                                                                                                                                              | <p>1</p> |
| <p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>                                               | <ul style="list-style-type: none"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p> | <p>From the site visits, it is clear that the Water and Sanitation Committees are not well-functioning. All the above parameters are not being met by these water and sanitation facilities. Three of the four new boreholes were not functioning and had not been reported. The projects were not fenced and not well maintained, with some cases of poor waste disposal near the source like the rehabilitated shallow well in Kikuuta Village.</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>The filled environmental and social screening forms for the 4 boreholes drilled by Galaxy Agrotech, and 4 boreholes rehabilitated by Mastak Investment Ltd were available on file and verified.</p>                                                                                                                                                                                                                                                | <p>2</p> |

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| <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>The environmental mitigation reports for 4 boreholes drilled by Galaxy Agrotech, and 4 boreholes rehabilitated by Mastak Investment Ltd were seen on file and verified.</p>                                                                                 | <p>1</p> |
| <p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>                                                           | <p>The contracts for borehole drilling, piped water system, and 5- stance pit-latrines all contain a clause on environmental compliance.</p>                                                                                                                   | <p>1</p> |
| <p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>                 | <ul style="list-style-type: none"> <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>All the assessed WSCs have 3 women out of the 9 members, which is a 33% women representation and was based on the previous requirements of 30% women representation on the committees.</p> <p>Women occupy key positions on all the committees sampled.</p> | <p>0</p> |

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| <p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> <li>• If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul> | <p>The district constructed one public VIP latrine facility at Gombe landing site. The facility has separate stances for men and women. An extra unisex stance was provided for PWDs. However there is no ramp to the PWD stance and a step exists at the entrance making it less accessible to the targeted users.</p> | <p>0</p> |
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