



Local Government Performance Assessment

Mubende District

(Vote Code: 541)

Assessment	Scores
Accountability Requirements	83%
Crosscutting Performance Measures	71%
Educational Performance Measures	59%
Health Performance Measures	54%
Water Performance Measures	70%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Mubende LG Submitted performance contract on July 23, 2018 to Ministry of Finance and Economic development.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>Mubende LG submitted Budget that includes procurement plan report for the forthcoming FY on July 23, 2018.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>Mubende LG submitted annual Performance report on July 23, 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"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>Mubende LG Submitted the quarterly budget performance report for all the quarters of the previous FY 2017/2018</p> <ul style="list-style-type: none"> . Quater -4 on August 27, 2018 . Quater-3 on August 17, 2018 . Quater -2 on April 5, 2018 . Quater -1 on January 3, 2018 <p>Hence late submission after 1st August</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>Mubende 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 January 12, 2018</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Mubende 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
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>Mubende LG has a functional Physical planning committee Appointed on 8th October 2012 under Ref: CR/MUB/214/2/14 that considers new investment time. However most there is no private practice physical planner on physical planning committee.</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"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>Mubende LG has not submitted the 4 sets of minutes of the physical planning committee to the MoLHUD.</p>	0

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>The new infrastructure investments have approved plans. However, the District have no Physical Plans.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>The Area Plans are under preparation not yet approved by council and National Planning Board. KasambyaTown council 2017/2018 it on public display-on going</p>	<p>0</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>The priorities investment activities in the AWP for current FY 2018/2019 are based on the Budget conference of 15th November 2017. The investment priorities include:</p> <p>Health:</p> <ol style="list-style-type: none"> 1. Construction of two Health centre III in Kilume and Kabunyansi in Kasambya Town council, 2. Elevation of Kasambya Health Centre III to Health Centre IV, 3. Construction of OPD shade at Kasambya Health centre IV, Fencing, 4. Construction of 2 stance pit latrine at Bulonzi Market, 5. Renovation of Kanyogoga Health Centre II, OPD and Maternity ward in Butologo sub county, and 6. Upgrading of Butologo Health centre II to health centre III. <p>Water: Drilling and extension of piped water to Nalutuntu Health Centre III in Nalutuntu subcounty</p> <p>Production:</p> <ol style="list-style-type: none"> 1. Construction of Kanyogoga slaughter slab at Kiganda sub county, and 2. Construction of Borehole at Namiryango parish Kasenene LC1. <p>Education:</p> <ol style="list-style-type: none"> 1. Renovation of 4 classroom block at Kijukira Primary school, 2. Construction completeion of 2 classroom block at Mweya Primary school, 3. Roofing of 2 classroom block at Kabosi primary school, 4. Construction of 5 stance toilet facility at Kaluumba Primary school, 5. Construction of a classroom block at Kayebe primary school and 6. Construction of classroom block at St. Noah primary school in Bageza sub county.
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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"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>Capital investments in AWP for the current FY 2018/2019 were derived from 5 year development plan for Mubende District Local Government 2015/2016-2019/2020; approved under minute 7/26/06/2015. These investments Include:</p> <p>Education Sector:</p> <ol style="list-style-type: none"> 1. Construction and completion of 32 new classroom and 2. Building of Latrines in schools 36 stances where planned for the selected primary schools. <p>Water:</p> <ol style="list-style-type: none"> 1. Construction of Boreholes, 2. Construction of valley dams and 3. Construction of piped water system. <p>Roads: Periodic maintenance of roads</p> <ol style="list-style-type: none"> 1. Biwalwe-Luongwe-Kabalo Road, 2. Kamalenge-Kyakiddo road. 3. Kahumba-Kimbejja Road, 4. Kasanda-Kasenero-Nalutuntu road and 5. Kikma-Kijogolo-Kalagala road. <p>Health sector: Renovation and construction of Health Infrastructure.</p>	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>There was NO evidence of project profiles for all investments discussed by TPC and adhered to in the LG planning Guidelines</p>	<p>0</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>Mubende LG has NOT compiled Annual Statistical Abstract report with gender disaggregated data and NOT discussed in TPC</p>	<p>0</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>The Implemented projects were derived from the Annual work plan of the previous FY 2017/2018 and Budget approved by LG Council. these include the following:</p> <ol style="list-style-type: none"> 1. Construction of 2 classroom block at Buseregenyu primary school at UGx 31,661,000/= certificate 00028 completed on 20th June 2018, 2. Renovation of Kikandwa Health Centre II at UGx 19,937,000/= certificate 00026, completed on 5th April 2018, 3. Construction of Kikandwa Health centre II OPD (Phase-I) at UGx 25,000,000/= certificate 00033, completed on 18th June 2018, 4. Renovation of Chief Finance Officer’s office at UGx 4,221,620/=, 5. Construction of 4 stance latrines at Mubende District Headquarters certificate 00051, completed on 18th June 2018, 6. Renovation of production store, 7. Completion of administration block and 8. Construction of perimeter fence at Nalutuntu market. 	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>Investment projects implemented in 2017/2018 were completed as per the work plan. These include:</p> <ol style="list-style-type: none"> 1. Construction of 2 classroom block at Buseregenyu primary school at UGx 31,661,000/= certificate 00028, 2. Renovation of Kikandwa Health Centre II at UGx 19,937,000/= certificate 00026, 3. Construction of Kikandwa Health centre II OPD (Phase-I) at UGx 25,000,000/= certificate 00033, 4. Renovation of Chief Finance Officer’s office at UGx 4,221,620/= and 5. Construction of 4 stance Pit latrine at District headquarters at UGx 18,456,380/=. 	<p>4</p>

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>The investment projects in previous FY completed include:</p> <ol style="list-style-type: none"> Construction of 2 classroom block at Buseregenyu primary school at budgeted UGx 31,661,000/= spent UGx 31,661,000/= on certificate No: 00028; that's 100% of budget, Renovation of Kikandwa Health Centre II at budgeted UGx 19,937,000/= and spent UGx 19,937,000/= on certificate No:00026; that's 100% of the budget, Construction of Kikandwa Health centre II OPD (Phase-I) at UGx 25,000,000/= and Spent UGx 25,000,000/= on certificate No: 00033; that's 100% of the budget, Renovation of Chief Finance Officer's office at budgeted at UGx 4,221,620/=, spent UGx 4,221,620/= that's 100% of the budget and Construction of 4 stance Pit latrine at District headquarters at Budgeted at UGx 18,456,380/= spent UGx 18,456,380/= on certificate No: 00051; that's 100% of the budget. <p>Therefore, all investment projects implemented were within the required 15% max. of the original budget.</p>	2
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>There was evidence that Mubende LG budget for O&M and spent at least 80% budget for infrastructure as follows:</p> <ol style="list-style-type: none"> Renovation of Kyakiddu Health centre II at UGx 50,000,000/= and spent UGx 50,000,000/= that's 100% of the budget, Renovation of workstore at UGx 69,937,000/= and spent UGX 69,937,000/= that's 100% of the budget, Renovation of CFO'Office at UGx 4,221,620/= spent UGx 4,221,620/= that's 100% of the budget and Renovation of Staff house SS1 (Phase-I) at UGx 15,000,000/= and spent UGx 15,000,000/= that's 100% of the budget. <p>Hence Mubende LG spent 100% of the O&M budget on infrastructure.</p>	2
Human Resource Management			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>Mubende LG filled only 8 HoDs positions Substantively as shown below;</p> <p>Chief Finance Officer CR/MUB/1006 was appointed on 13/05/2013</p> <p>District Community Development Officer CR /MUB /1026 was appointed on 16/01/2001</p> <p>District Natural Resource officer - CR /MUB / 1016 was appointed on 20/02/2015.</p> <p>District Education officer -CR/MUB /1008 was appointed on 13/05/2013.</p> <p>The District production Officer -CR / MUB /1103 was appointed on</p> <p>The District Engineer CR/MUB /1004.was appointed on 21/02/2015.</p> <p>The District Health Officer CR/MUB/1005 was appointed on 31/05/2018.</p> <p>The Deputy CAO was appointed 12/01/2018.</p> <p>However, District Planner CR /MUB/1095 and District internal Auditor were in Acting Capacity at the time of this assessment.</p>	<p>0</p>
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<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>Mubende LG appraised all the 10 HoDs as per the guide lines issued by MoPS as follows;</p> <p>District Education Officer (DEO) CR/MUD/1008 was appraised on 27th July 2017;</p> <p>District Health Officer (DHO) CR/MUD/1005 was appraised on 31st May 2018;</p> <p>Chief Finance Officer (CFO) CR/MUD/ 1006 was appraised on 4th August 2017;</p> <p>District Community Development Officer CR/ 10458 was appraised on 13th July 2017;</p> <p>District Engineer CR, /MUD /1026 was appraised on 24th July 2017;</p> <p>The District Natural Resource officer CR/MUD/1016 was appraised on 5th July 2017;</p> <p>The principle human Resource officer CR/MUD/1003 was appraised on 29th March 2017;</p> <p>The District production officer CR/MUD/1103 was appraised on 5th July 2017;</p> <p>The District Planner CR /MUB/1095 was appraised on 23/02/2018;</p> <p>And District internal Auditor was appraised</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>Mubende District LG submitted 30 staff for recruitment on 28th September 2017 and DSC held a meeting on 2/10/2017 under Min MMC/ 103/2 and considered all the 30 staff. These positions were 23 grade III Teachers, 4 care takers and 3 Education Assistants.</p>	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>The DSC considered all 19 positions for confirmation on 03rd October 2017 for positions of ;</p> <p>Grade III teacher, Deputy Head teacher, Senior Education officer, Enrolled Nurse, Assistant community officer ,Agricultural officer and Town clerk.</p>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>Mubende LG submitted 3 cases for disciplinary actions as per the CAO,s letter dated 9th February 2018 and all cases were considered by DSC in a meeting held on 23rd February 2018.</p> <p>The case of failure to transfer to the new station under minute 76/17 warning letter was issued and later he was considered and re- instated in service</p> <p>The case where a staff was cautioned due to irregular attendance on duty under minute 22/2018 , the staff was re-instated.</p> <p>The case of staff absconding his duties under minute 42/2018 , he was severely reprimanded and later re-instated</p>	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>Mubende LG recruited 18 new staff during the previous FY 2017/2018, however there is no evidence that the staff accessed the payroll within two months after recruitment. for example a tegeka Rwatoro Enrolled Nurse she was promoted on 24 April 2018 had not got salary , And Babirye Lydia a town agent was recruited on 25 May 2018 . also no evidence that she got salary .</p>	<p>0</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>Mubende LG has 14 staff who retired, however , there is no evidence that any of them accessed payroll within two months after retirement. for example Mr Mubiru Wilson retired on 12 August 2017 and accessed in November 2017 , Wategana Micheal retired on 23 March 2018 and accessed on 27 July 2018 .</p>	<p>0</p>
<p>Revenue Mobilization</p>			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. If the increase is from 5% -10 %: score 2. If the increase is less than 5 %: score 0. 	<p>Mubende District Local Government decreased OSR from UGX 927,368,505 for FY 2016/17 to UGX 859,313,345 for FY 2017/2018 as per draft Final Accounts for FY 2017/18 vote 541.</p> <p>The decrease in OSR was UGX 68,055,160 representing a percentage decrease of 7.34%.</p> <p>The decrease in OSR was due to the creation of Mubende Municipality, revoking of trading licences and political pronouncements on taxi parks.</p>	<p>0</p>
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>The Local Revenue Budgeted for FY 2017/2018 was UGX 1,071,273,360 as per original budget for FY 2017/2018 Vote 541.</p> <p>The Local Revenue collected during FY 2017/2018 was UGX 859,313,345 as seen from the Draft Final Accounts for FY 2017/2018.</p> <p>Workings: UGX 859,313,345/ UGX 1,071,273,360 x 100= 80.2%.</p> <p>Therefore revenue collection ratio was 80.2%.</p>	<p>0</p>

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Mubende District Local Government did not remit the share of Local Revenue for months of September and October 2017 to LLGs due to court order where money was swept off the Mubende District Bank Account.</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>Total expenditure on Council allowances and emoluments during FY 2017/2018 was UGX 68,011,000.</p> <p>The OSR for FY 2016/17 was UGX 324,578,976.</p> <p>So (UGX 68,011,000/ UGX 324,578,976) gives 21%, which is higher than 20% of the OSR collected in the previous FY 2016/2017.</p> <p>However, Mubende District Local Government obtained a waiver to spend more than 20% of OSR on council emoluments and allowances with reference to a letter from Ministry of Local Government dated January 15, 2018 Reference No: Adm/F/75/102.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>Mubende LG had Senior Procurement Officer dully appointed on 1st /Jan /2008 and Procurement Officer appointed on 13th /May /2013.</p>	<p>2</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>There was evidence that the Mubende LG TEC produced and submitted reports to the contract committee as per the following files sampled:</p> <ol style="list-style-type: none"> 1. Mube541/WKS/17-18/00027 for construction of two classroom block at kiteredde primary school in Kalwana sub-county submitted on 5th –10-2017; 2. Mube541/SRVCS/17-18/00002 for siting, design and drilling supervision for 10 boreholes in various places in Mubende District. submitted on 5th -10-2017; 3. Mube541/WRKS/17-18/00024 Drilling and installation of 8 hand pump boreholes in various places in Mubende District submitted on 5th -10- 2017; 4. Mube541/WKS/17-18/00021 Drilling of two production wells in Rubale trading centre in kitumbi Sub-county. Submitted on 5th –10- 2017 and 5. Mube541/WRKS/17-18/00022. Construction of Kalonga piped water system in Kitanga Sub-county phase II Submitted on 5th -10 -2017. 	<p>1</p>
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<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>There was evidence that Mubende contract committee considered the recommendations of the TEC as per the following sampled files:</p> <p>a) Mube541/WRKS/17-18/00027. Construction of a two-classroom room block at Kiteredde primary school. The TEC recommended Muluwa Enterprises Ltd for the construction of two class-room block as the best evaluated bidder at the evaluated price of UGX 56,096,964 as at 5th-10-2017 and the contract committee sat on 6th-10- 2017 Min15/10/17-18 and approved Muluwa Enterprises Ltd as best evaluated and awarded contract at UGX 56,096,964</p> <p>b) Mube541/SRVCS/17-18/00002. Siting, drilling and supervision for 10 boreholes in various places of Mubende District. The TEC recommended Dropline Uganda Ltd as the best evaluated bidder on 5th-10- 2017 at UGX28,820,000 and the contract committee sat on 6th-10-2017 Min15/10/17-18 and approved Dropline Uganda Ltd as the best evaluated at the evaluated price at UGX 28,820,000;</p> <p>c) Mube541/WRKS/17-18/00024. Drilling and installation of 8 hand pump boreholes in various sub-counties in Mubende District. The TEC sat on 5th-10-2017 and recommended Ms Galaxy Agro- Tech Uganda Ltd to be approved as the best evaluated bidder at the price of UGX191, 348,800 and on 6th-10- 2017 Min15/10/17-18, the contract committee sat and approved Ms Galaxy Agro –Tech Uganda Ltd as the best evaluated bidder at the price UGX 191,348,800 and</p> <p>d) Mube541/WKS/17-18/00021. Building of two productive wells in Lubali trading center. The TEC recommended Ms Galaxy Agro-Tech Uganda Ltd on 5th-05-2017 to be approved as the best evaluated at the price of UGX58,268,400 and the contract committee that sat on 6th-05-2017 Min15/10/17-18 approved Ms Galaxy Agro-Tech Uganda Ltd as the best evaluated bidder at the price of UGX 58,268,400.</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 Mubende LG 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) Drilling of 5 pump boreholes;
- 2) Rehabilitation of 10 boreholes;
- 3) Construction of pipe water system in Kalonga trading center phase III and
- 4) Renovation of education office phase II.

b) There was evidence that Mubende LG made procurements 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: Mube541/WRKS/17-18/00027 seen where contract was signed between Mubende LG and Muluwa Enterprises for the construction of two classroom blocks at Kiteredde. This was item No. 2 in the procurement Plan for 2017/2018 under education department.;
- 2) Contract No: Mube541/WRKS/17-18/00002 seen where an agreement was signed between Mubende LG and Dropline Uganda Ltd for siting, drilling and supervision of 10 boreholes in various places in mubende This was item No.6 in the procurement plan for 2017/2018 under water department;
- 3) Contract No: Mube541/WRKS/17-18/00021 seen where an agreement was signed between Mubende LG and Ms Galaxy Agro-Tech Uganda Ltd for building of two production wells Lubali trading center This was item No.8 in the procurement Plan for 2017/2018 under water department and
- 4) Contract No: Mube541/WRKS/17-18/00022 seen where an agreement was signed between Mubende LG and Spread Investment Ltd for Construction of kalonga Piped water system in Kitanga Sub county This was item No.3 in the procurement Plan for 2017/2018 under water.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>There was evidence that Mubende LG prepared bid documents for all investment/infrastructure by August 30th. Mubende LG had 42 bid documents to prepare and prepared 36 bids. This represents 85%. The last approval was made on 30th Aug 2018.</p>	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>There was evidence that Mubende LG updated contract register and had complete procurement activity files. For example the contract register was maintained for 2017/2018 and last information posted was on 30th /April/2018.</p>	<p>2</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>There was evidence that Mubende LG adhered to Procurement Thresholds as per the following sampled files:</p> <p>Open Bidding:</p> <p>a) Mube541/WRKS/17-18/00027. For the construction of a two class room block. It was estimated at UGX56,096,964 and advertised on 8th /09/2017 in the monitor news paper;</p> <p>b) Mube541/WKS/17-18/00002. For siting, design and drilling supervision for 10 boreholes in various places in Mubende District It was estimated to cost UGX28,320,000 It was advertised on 8th /09/2017 in the Monitor news paper;</p> <p>c) Mube541/SRVCS/17-18/00024. Drilling and installation of 8 hand pump bore holes in various sub counties in Mubende It was estimated at UGX191,348,800. It was advertised on 8th /09/2017 in the Monitor News paper and</p> <p>d) Mube/WKS/17-18/00022. For the construction of Kalonga piped water system in Kitanga sub county phase II. It was estimated at UGX268,572,484 It was advertised on 8th /09/2017.</p>	2
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	<p>There was evidence that all works projects implemented in the previous FY were appropriately certified as seen from the following;</p> <ol style="list-style-type: none"> 1. Mube541/Srvcs/17-18/00002 Interim payment certificate no 1 signed on 23/05/2018; 2. Mube541/Wrks/17-18/00027 Interim certificate no 1 signed on 13th /02/2018 and completion certificate signed on 1st /02/2018; 3. Mube541/Wrks/17-18/00020 Interim certificate signed on 24th /04/2018 and 4. Mube541/Wrks/17-18/00021 Interim certificate signed on 24/04/2018 and completion certificate on 24/4/2018 	2

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>The site boards indicate names of project, contractor, source of funding but no contract value is indicated on the site board.</p>	<p>0</p>
<p>Financial management</p>			
<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>There were copies of bank reconciliation statements prepared for FY 2017/2018 But No bank reconciliation statements prepared for the Months of July and August 2018 due to migration from IFMS Tier II to Tier I and hence bank reconciliations are not up to-date at the time of the assessment as per the assessment guidelines.</p>	<p>0</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY <ul style="list-style-type: none"> – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>There were no overdue bills for suppliers and no payables as per note22 in the Final Accounts of FY2017/2018.</p> <p>Mubende District Local Government made timely payment of suppliers during the previous FY 2017/2018 evidenced by the following sampled contracts: Contract No MoES/Wrks/16-17/GPE/Mubende/00001 Construction of Facilities at 2 Primary Schools by Egiss Engineering Contractors Ltd where payment was requested on 23/3/2018 and payment was made on 25/5/2018; Contract for Construction of a 2 classroom block at Buwaata Primary School by Ms Nakidudu Genral Merchadise where payment was requested on 5/2/2018 and payment was made on 18/4/2018; Contract No Mube541/Wrks/17-18/00026 Renovation of Kyakidu HC II in Kitumbi sub county by Rosco Contractors Ltd where payment was requested on 24/42018 and payment was made on 3/5/2018; and Contract No Mube541/wrks/17-18/00021 Drilling of 2 Production wells in Lubaali Trading centre by Galaxy Agro Tech Ltd where payment was requested on 26/3/2018 and payment was made on 4/5/2018.</p>	<p>2</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Mubende District Local Government has a substantive Senior Internal Auditor seen from the personal file No: CRD/1012 Ref No. Cr/d/10309 and Appointment letter dated December 21, 2010.</p>	<p>1</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Mubende District Local Government produced quarterly internal audit reports for FY 2017/18 submitted them as follows; Quarter 1 on 15/10/2017, Quarter 2 on 15/1/2018, Quarter 3 on 16/4/2018 and Quarter 4 on 26/7/2018.</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</p> <p>internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>There was a report 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:Quarter 1 on 2/11/2017, Quarter 2 on 12/8/2018, Quarter 3 on 24/5/2018 and Quarter 4 on 24/9/2018 , LG PAC Minutes and Follow up Reports.</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>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 dated for: Quarter 1 on 15/10/2017, Quarter 2 on 15/1/2018, Quarter 3 on 16/4/2018 and Quarter 4 on 26/7/2018 ad the LG PAC reviewed them evidenced by LG PAC Minutes and Reports.</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"> Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>Mubende 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"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Mubende District Local Government had an unqualified audit opinion as per Auditor General's Report for FY 2017/2018.</p>	<p>4</p>
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Governance, oversight, transparency and accountability

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>There was evidence that Mubende LG council met and discussed service delivery issues. Meetings held as follows:</p> <ol style="list-style-type: none"> 1. On 17th May 2018 under minute 08/05/13/2018 (8.1) Presented and Approval of Budget for FY 2018/2019 for Mubende LG and (8.2) Approval of Kasanda District LG, 2. On 12th December 2017 under minute 07/12/09/2017) council discussed presentation of Health and education sector Annual Work plan for 2018/2019, 3. On 12th August 2017 under minute 05/12/09/2017 council discussed: <ol style="list-style-type: none"> 1.1 Works, Water& technical services report and workplans and annual workplans and 1.2 Education, Health and Sanitation report and annual workplan. 4. On 29th August 2017 under minute 05/08/09/2017, Council discussed and approved Bye-Law of Kasambya Town Board Gabbage management and 5. On 28th December 2017 under minute 04/12/09/2017 (4.3) Council LGPAC motions, 	<p>2</p>
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<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feedback (grievance/complaints) and responded to feedback and complaints: score 1. 	<p>Mubende LG designated the Information Officer- Mr. Jackson Kadumye appointed as the person responsible for feedback (grievance/complaints).</p>	<p>1</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>Mubende LG has NO specified system for recording, investigating and responding to grievances Nor displayed at offices and made publically available.</p>	<p>0</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>Mubende LG payroll and Pensioners schedule were pinned up on LG Main Noticeboard for 2018/2019.</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>The procurement plan and awarded contracts published on the notice board at Mubende District procurement notice FY 2017/2018.</p>	<p>1</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>There was evidence that the Performance results and implication are pinned up on the Administration block notice board.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence that Mubende LG communicated and explained Guidelines, Circulars and Policies issued by the national level to LLGs during FY 2017/2018 as follows:</p> <p>On 4th April 2018, Mubende LG discussed and communicated and explained guidelines, circular and policies; distributed and discussed the DDEG distribution book,</p> <p>On 21st may 2018 Mubende LG held orientation Guideline on LG leaders on Demographic dividends and</p> <p>On 21st February 2018 held Budget call circular (II) Guidelines of LG.</p> <p>Programme guidelines were communicated eg DDEG, SAGE, YLP and UWEP guidelines 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"> Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was evidence that Mubende LG through the Communications officer organised and conducted as follows:</p> <ol style="list-style-type: none"> On 22nd June 2018 Barazas in Kasambya sub-counties at Muyinayina Primary school and On 22nd August 2018 held Baraza at Kansambya – Madudu and at Kiyuni Sub-county Headquarters. 	<p>1</p>
<p>Social and environmental safeguards</p>			

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>There was evidence that Mubende LG gender focal point person and CDO provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities. The evidence of activities are as follows;</p> <ol style="list-style-type: none"> 1. In the annual plans and budget of 2017/2018, there are gender related activities; 2. There is gender related reports written on 20th March 2018; 3. Training of departmental gender focal persons in gender mainstreaming and 4. Key gender issues in each department addressed. 	<p>2</p>
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>There was evidence that the gender focal point and CDO of Mubende planned activities to strengthen women's roles and address vulnerability in the current FY 2018/2019. The evidence were as follows;</p> <ol style="list-style-type: none"> 1) Sensitisation of gender based violence prevention and management; 2) Radio talk shows on gender related issues including school outreaches on gender issues and 3) To carry out gender audit. <p>As per the budget performance report of the previous financial year, amount budgeted was UGX3,349,500 and UGX3,170,000 was implemented. This represents 94%.</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"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>There was evidence that environmental screening were carried out for activities and mitigation measures were planned and budgeted for as verified below:</p> <ol style="list-style-type: none"> Mube541/WRKS/2017-2018/00027 Construction of two classroom block at Kiteredde Signed on 23/July/2017; Mube542/Srvs/17-18/00002 Construction of kalong piped water system in Kitenga sub county. Signed on 10/Jan/2018; Mube541/Wrks/17-18/00024. Drilling and Installation of 8 hand pump boreholes in various sub-counties Singed on 30th/08/2017 Matte road; Mube541/WRKS/17-18/00021. Building of two productive wells at Lubali Trading Center in Kitumbi Signed on 14/July/2017 and Mube541/WRKS/17-18/00022. Construction of kalonga water system in Kitenga sub-county. Signed on 5th /July/2017. 	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>There was evidence that Mubende LG integrated environmental and social management and health and safety plans in the bid documents as verified below;</p> <ol style="list-style-type: none"> Mube541/WRKS/17-18/00027. For the construction of a two-class room block; Mube541/WKS/17-18/00002. For siting, design and drilling supervision for 10 boreholes in various places in Mubende District; Mube541/SRVCS/17-18/00024. Drilling and installation of 8 hand pump bore hole in various sub counties in Mubende and Mube/WKS/17-18/00022. For the construction of Kalonga piped water system in Kitanga sub county phase II. 	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>There was evidence that Mubende LG implemented all projects on land where the LG has proof of ownership as verified below:</p> <ol style="list-style-type: none"> 1. Block 140 plot 10- Kijumba; 2. Block 438 Plot 148 –Kiganda S/C headquarters and 3. Block 427 plot 116-Kiganda S/C local government Singo Block 30 plot 6 Butoloogo Seed SS 	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>There was evidence that all completed projects had environmental and social certification form completed and signed by the Environmental Officer and CDO as verified below;</p> <ol style="list-style-type: none"> 1. Construction of Green Hill School certificated signed on 27th -02-2018; 2. Kaumulo Lubumba primary School signed on 29th -03-2018 and 3. Buganyi Primary in Butolongo sub-county signed on 25th – July-2017 Kiteredde Primary school in Kalwana signend on 14th -07-2017 	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was evidence that Mubende LG contract payments are certificated include environmental and social clearance.</p>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>There was evidence that Mubende LG Environmental Officer and CDO monthly report included completed checklists, deviations with pictures and corrective actions taken. As verified below;</p> <ol style="list-style-type: none"> 1. Kiwumulo, Lubumba and Kawumulo primary schools where deviations highlighted in the reports, corrective actions taken; 2. Drilling of boreholes at Kyaterakira, kalwane sub-county signed on 25th –may-2018; 3. Drilling of production well at Lubali Kitumbi sub county signed 25/5/2018 and 4. Construction of two classroom blocks in kitenga sub-county signed on 25/may/2018. 	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>There is a budget provision of 5,740,443,960 Uganda shillings for all the 92 head teachers and 733 teachers in the district with a minimum of a teacher per class.</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"> • Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>The LG has deployed a Head Teacher and at least 7 teachers in 90 (97%) out of 92 schools. The two schools that have less than seven teachers are:Butayunja Dam with 6 teachers and Mirembe Agape with 6 teachers however , there is an attempt to recruit 13 teachers as per the advert in the daily monitor on 8/12/2017.</p>	4
<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>Mubende LG has 733 (85%) Primary teachers out of the approved structure of 860 with a budget provision of 5,740,443,960 Uganda shillings only.</p>	3

<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>There is evidence that only three out of the four inspectors of schools in the approved staff structure dated 2/10/2017, were substantively filled as per the following minute numbers: Mabirizi Mohammed , NO: DSC /67.6/2017(i); Ssekyambalo Joseph , NO: DSC /108/2015(a)(i) and Ssebitosi Joseph, NO: DSC /53/2017(i).</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"> Primary Teachers: score 2 	<p>Mubende LG education department submitted a recruitment plan with 85 positions to HRM on 30/08/2018 for the current FY to fill positions of Primary Teachers.</p>	<p>2</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> School Inspectors: score 2 	<p>The department submitted a recruitment plan to the HRM for one inspector of schools on 30/08/2018.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score <p>3</p>	<p>Mubende LG has two School Inspectors, however none of them were appraised.</p>	<p>0</p>
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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.

Maximum 6 for this performance measure

Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY

- Primary school head teachers o 90 - 100%: score 3
- o 70% and 89%: score 2
- o Below 70%: score 0

Out of the 10 sampled School head teachers in Mubende 90% were appraised for the previous year as reflected on their personal files below;

1, Mrs. Ndibalekera Annet (CRB/MUD/4222) Kyebumba Primary School was appraised on 31/05/2018 ,

2, Mr.Wanyaka Henry Grade IV (CR/MUD/3009) Kassana c/u primary school,Not, a praised.

3, Ms. Kamukama Robinah grade III CR/MUD/3716 Mirembe Agape primary school was appraised on 10/01/18

4,Mr ,Munezero Andrew (CR,/MUD/4538) Kasambya DSA was appraised on27/12/2017

5, Mr. Kiroba Grace B (CR/MUD/4087) was appraised on 14/02/2017 in Kintozi primary school

6, Mr. Namanda Vida Mary (CR/MUD/3649) of Gwanika primary school was appraised on 13/03/18.

7, Mr. Musazinzi Vincent (CR/MUD/3885) Kibyimirizi primary school was appraised on 10/01/18.

8, Mr. Wabwiiire Matthias (CR/MUD/ 2405) in Biwalwe primary school was appraised on 6th April 2018

9, Mr. Saka Robert (CR/MUD / 3002) in Kibalinga primary school was appraised on 20/02/18.

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>There is evidence that Mubende LG received and disseminated the following circulars issued by the ministry of education; stop malaria, school timing and MDD during the head teachers meeting held on 5/6/2017 .</p>	<p>1</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>There is evidence that Mubende LG held meeting on 11/07/018 with primary school head teachers to explain and sensitise them on the guidelines, policies, circulars issued by the national level .</p>	<p>2</p>

<p>The LG Education Department has effectively inspected all registered primary schools²</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>On average, 52% of both government and private registered schools were inspected in the 3 terms. This includes; 44% (41 out of 92) schools in term 3, 2017; 29% (27 out of 92) schools were inspected in term 1, 2018 , 91% (84 out of 92) schools in term two 2018. On the other hand 22% (24 out of 110) ,85%(97 out of 110), 42% (47 out of 110) private registered schools were inspected in term three (2017) ,term 1, and 2 2018 respectively.</p>	<p>1</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>There was evidence that Mubende LG education department discussed school inspection reports and used them to make recommendations for corrective actions during the previous FY. The meeting was held on 25/06/2018 under MIN/5.8.1 Where the case of teacher absenteeism was discussed which eventually led to the summoning of three teachers in the rewards and sanctions committee of the district for corrective action.</p>	<p>4</p>

<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>Acknowledgements from DES dated 27/09/2018 indicate that the Mubende LG 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 inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>From the sampled schools there was no evidence to show that inspection recommendations are followed- up .</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"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The list of schools obtained from the EMIS indicate 92 schools which consistent with the PBS.</p>	<p>5</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The enrolment data for all schools in EMIS was 50545, which is not consistent with that in PBS which has 43,993.</p>	<p>0</p>
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Governance, oversight, transparency and accountability

<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that Mubende LG council committee on education met and discussed service delivery issues in Social Service Standing committee where education sector is discussed. Meetings held as follows:</p> <p>.On 20th June 2018 under minute 07/20/06/2018 presented and discussed departmental performance report for Education, Health and community services,</p> <p>.On 23rd April 2018 under minute 07/04/2018 presented and discussed Education sector Annual Budget FY 2018/2019 for Mubende and Kasanda districts and</p> <p>.On 23rd April 2018 under minute 08/06/2018 (8.1) presented and discussed education sector progress report and planned activities.</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"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that Mubende LG education sector committee presented issues to council as required for approval as follows:</p> <ol style="list-style-type: none"> 1. On 12th December 2017 under minute 07/12/09/2017) council discussed presentation of education sector Annual Work plan for 2018/2019 and 2. On 12th August 2017 under minute 05/12/09/2017 council discussed (1.1) Education, Health and Sanitation report and annual workplan. 	<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"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>Mubende LG has a total of 92 Schools, a sample of 5 schools was taken to establish the functionality of SMCs these include:</p> <ol style="list-style-type: none"> 1. Bufumbira Primary School EMIS-290146- SMC appointed on 12th September 2017 Ref: Edu/MUB/214/10 under minute 06/04/08/2017, 2. Kasenyi Primary School EMIS-29145, appointed SMC appointed on 12th September 2017; Ref: Ed/MUB/214/2/10 under Minute 06/04/08/2018, 3. Rwegula Primary school EMIS-8534 -SMC appointed on 12th September 2017, Ref: Edu/MUB/214/2/10 under Minute 06/04/08/2017, 4. Busenyi Primary school -EMIS 8561, SMC appointed on 12th September 2017. Ref: Edu/MUB/214/2/10 under Minute 06/04/08/2017: SMC on 2nd August 2017 under minute 3:55 discussed school results and 5. Luteete Primary school EMIS-290149. SMC appointed on 12th September 2017, Ref: Edu/MUB/214/2/10 under Minute 06/04/08/2017. <p>Hence Mubende LG had established SMCs and functional</p>	<p>5</p>

<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>On 10/09/2018 LG posted on its departmental notice board a list of schools receiving non-wage recurrent grants for this 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,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>Mubende LG education department submitted on time its procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on 24/04/2018.</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>Mubende District Education officer timely certified and recommended all payments requests for Mubende District Local Government Education department as per copy of contracts as per the following sampled contracts: Contract No MoES/Wrks/16-17/GPE/Mubende/00001 Construction of Facilities at 2 Primary Schools by Egiss Engineering Contractors Ltd; and Contract for Construction of a 2 classroom block at Buwaata Primary School by Ms Nakidudu Genral Merchandise.</p>	<p>3</p>

<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>Mubende LG Education department had NO evidence on record that it submitted Annual report (all quarterly reports) in 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"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> o If sector has no audit query <p>score 4</p> <ul style="list-style-type: none"> o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>Mubende District Local Government Education department responded to all queries as seen from CAO'S sector responses to Internal Audit Dated for: Quarter 1 on 2/11/2017, Quarter 2 on 28/2/2018, Quarter 3 on 24/5/2018 and Quarter 4 on 24/9/2018 and also as evidenced by clearance certificates in file no; AUD/MUB/103/2.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: <p>Score 2</p>	<p>There was Evidence that the LG Education department in consultation with the gender focal person disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills during the headteachers' meeting held on 9/3/2018 Min/07/03/10 . In partenership with the DREAMS (a local non government organisation) trained 68 senior women in imparting life skills to the pupils in primary schools.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: <p>score 2</p>	<p>In his circular dated 9/09/2017 , the DEO encouraged all schools to have a separate toilet facility for both boys and girls with clear marks as well as catering for PWDs.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>There is evidence from the sampled schools mentioned below that the School Management Committees meet the guideline on gender composition : Luwuma primary school (4 female and 9 males) :St Mary's Primary Gwanika(4 female and 9 males),St Joseph Kibaalinga (3 female and 10 males):Kijumba RC (5 female and 8 males) and Kitonzi Church of Uganda(4 female and 9 males):meet the gender composition guidelines.</p>	<p>1</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>There was no evidence from the sampled schools to show that the LG Education department in collaboration with Environment department issued guidelines on environmental management focusing on : tree planting, waste management, formation of environmental clubs and environment education .</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>There was no evidence to show that all school infrastructure projects were screened before approval for construction using the checklist for screening of projects in the budget guidelines .</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>From the sampled schools,there was no evidence to show that the environmental officer and community development officer have 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
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>Mubende District Local Government had substantively filled 153 (51%) of the 313 positions in the approved structure.</p>	0
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re-quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>The Human Resources Management (HRM) department received a recruitment plan from the health department on 4th September 2018. The recruitment plan catered for the 187 vacant positions of primary health care workers.</p> <p>A submission letter to the Chief Administrative Officer (CAO) with reference No. MED/MUB/156/3 dated 25th May 2018 was submitted by the health department with 50 positions.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>Out of five (5) Health facility In-charges sampled in Mubende, 4 (90%) were appraised during the previous Fy as shown below;</p> <p>Health facility In-charge for Madudu HCIII CRD/MUD/2304 was appraised on 15th May 2018;</p> <p>Health facility In-charge for Kakigando HCII - CRD/MUD/22333 was appraised on 29th June 2018;</p> <p>Health facility In-charge for Kayabbe HCII -CRD /MUD/2265 was appraised on 27th June 2018;</p> <p>Health facility In-charge for Kabyuma HCII,CRD/MUD/2383 was appraised on 29th June 2018;</p> <p>However, Health facility In-charge for Kaburungi HCII CRD/MUD/2389 was not appraised.</p>	<p>4</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>Mubende District Local Government health department deployed health workers in line with the lists submitted with the budget for the current FY since the health workers indicated in the staff lists were similar to those deployed in health facilities. The sampled health facilities and considered were; Bugozi HCII , Madudu HCIII; Nabungola HCIII; Kalonga HCIII; and Butologo HCII.</p>	<p>4</p>
<p>Monitoring and Supervision</p>			

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>The District Health Officer (DHO) did not receive any of the three prioritised policies / guidelines. Subsequently, the health facilities did not receive any of policies / guidelines based on the status at all the five sampled health facilities including; Kitenga HCIII; Kalonga HCIII; Myazi HCIII, Kyakatebye HCII and Kiganda HCIV.</p>	<p>0</p>
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There was no evidence of a meeting held in which the DHO explained to the health facility In-charges the provisions of guidelines, policies and or circulars issued by the national level among others.</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFs receiving PHC grant) at least once in a quarter: score 3</p>	<p>None of the HCIVs was supervised at least once a quarter as reflected below; Kasanda HCIV was supervised in the first and second quarters; Kiganda HCIV was supervised only in the second quarter; and Buwekula HCIV was supervised in only quarter one as reflected in respective reports dated; 3rd August 2017 and 17th December 2017. No HCIV was supervised in quarters three and four as per reports dated 26th February 2018 and 23rd July 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"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>The Health Sub Districts (HSDs) supervised four (80%) of the five sampled lower health facilities as follows; Buwekula HSD supervised Kasambya HCIII, Misozi HCIII and Mawujjo HCII in quarter one as reported in supervision dated 12th August 2018, while Kibalinga HCIII was supervised in quarter four as per report dated 23rd July 2018.</p> <p>Conversely, Mundade HCII was not supervised as reflected in Kasanda North HSD's available reports dated 1st March 2018; 5th January 2018; and 29th September 2017.</p>	<p>2</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>There was no evidence of discussion of the District Health Team (DHT)'s supervision reports.</p>	<p>0</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>There was follow up of recommendations made by the DHT. For example, under Min 07/8/2017 of the DHT meeting held on 21st August 2017, the DHO was assigned to ensure a more objective transfer of health facility staff.</p> <p>Follow up was made in the DHT meeting held on 4th September 2017, Min 2/03/DHT/2017. Accordingly, the DHO briefed members of the effected transfers, citing the example of Ms. Nakirija Fortunate who had been transferred from Nabingola HCIII to support Cold chain in the DHO's office.</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"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>Mubende District health department submitted accurate and consistent data since all the 27 health facilities that received PHC funding and indicated on the PBS list were also on lists in the HMIS reports.</p>	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that Mubende LG council committee on Health met and discussed service delivery issues in committee where Health sector is discussed. Meeting held as follows:</p> <p>On 20th June 2018 under minute 07/20/06/2018 presented and discussed departmental performance report for Health and community services,</p> <p>On 23rd April 2018 under minute 07/04/2018 presented and discussed Health sector Annual Budget FY 2018/2019 for Mubende and Kasanda districts and</p> <p>On 23rd April 2018 under minute 08/06/2018 (8.2) presented and discussed Health sector progress report and planned activities.</p>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that Mubende LG Health sector committee presented issues to council as required for approval on:</p> <p>.On 12th December 2017 under minute 07/12/09/2017) council discussed presentation of Health sector Annual Work plan for 2018/2019 and</p> <p>.On 12th August 2017 under minute 05/12/09/2017 council discussed (1.1) Health and Sanitation report and annual work plan.</p>	<p>2</p>

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<p>The health facilities had dysfunctional HUMCs since only two (40%) of the five sampled held the four mandatory meetings and only one discussed budget and resource allocation issues in all quarters. Information about each health facility's HUMC functionality status follow:</p> <p>Myanzi HCIII HUMC held only two mandatory quarterly meetings and discussed budget and resources only one of them as per minutes dated; 27th March 2018 (no discussion was traced) and 19th June 2018 (Min 6 – repair of ceiling and acquiring a land title).</p> <p>Kyakatebe HCII HUMC held only two mandatory quarterly meetings and discussed budget and resources only one of them as per minutes dated; 31st October 2017 (no discussion was traced) and 19th February 2018 (Page 3 paragraph 2 – replacing the door). Minutes for quarters one and four were missing.</p> <p>Kalonga HCIII HUMC held only two mandatory quarterly meetings and discussed budget and resources as per minutes dated; 27th October 2017 (Page 5 paragraph 2 – fencing the facility); and 22nd February 2018 (MGT KHC/2/2018 - Askari's salary). Minutes for quarters one and four were missing.</p> <p>Kitenga HCIII HUMC discussed budget issues in three of the 4 mandatory quarterly meetings held on; 4th October 2017 (Min 4- Matters arising); 5th February 2018 (Min V – review of budget); and 9th April 2018 (Min 05:9/04/2018 – fencing the facility). There was no discussion of budget and resource issues in quarter one meeting held on 21st July 2017.</p> <p>Kiganda HCIV HUMC held all the four mandatory quarterly meetings and discussed budget issues.</p>	<p>0</p>
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<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>Mubende District Local Government health department published a list of health facilities with PHC non-wage figures for quarter one of 2017/2018 dated 31st August 2017, pinned at the DHO's notice board. Lists for quarters two, three and four were also pinned on the same notice board but had no dates.</p>	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>The Procurement and Disposal Unit (PDU) received a procurement plan from the health department on a date that could not be established since submission was online. The District Planner acknowledged the health department's early entry of its data into the system for incorporation into the consolidated plan for the district before the deadline of 30th April 2018.</p>	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>The PDU received two forms (form PP1) from the health department on 4th September 2017. They were for the construction of an Out Patient Ward at Kikandwa HCII and renovation of another one at Kyakiddu HCII.</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>The DHO timely certified and recommended All payments requests for Mubende District Local Government Health department as per copy of contracts as per the following sampled contacts; Contract No Mube541/Wrks/17-18/00026 Renovation of Kyakidu Health Centre II in Kitumbi sub county by Rosco Contractors Ltd and Contract for supply of VET Lab Sundries by Lab Expert Enterprises Ltd.</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>Mubende LG Health department had NO evidence on record that it submitted Annual performance report for FY 2017/2018 (all quarterly reports) in time to the planner for Consolidation</p>	<p>0</p>
<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>There was information was provided to the internal audit on the status of implementation of all audit findings for the previous financial year 2017/2018 as seen file for clearance certificates File No: AUD/MUB/103/2 and CAO'S sector responses to Internal Audit Dated for: Quarter 1 on 2/11/2017, Quarter 2 on 28/2/2018, Quarter 3 on 24/5/2018 and and Quarter 4 on 24/9/2018.</p>	<p>4</p>
<p>Social and environmental safeguards</p>			

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>The HUMCs of only three out of the five sampled health facilities met the 30% gender requirement as follows; Myazi HCIII HUMC had 11% (1 female out of 9 members); Kyakatebe HCII HUMC had 33% (3 females out of 9 members); Bulera HCIII HUMC at 50% (3 females out of 6 members); Kalonga HCIII HUMC had 18% (2 females out of 11 members); Kiganda HCIV HUMC had 44% (4 out of 9 members); and Kitenga HCIII HUMC had 43% (3 females out of 7 members).</p>	<p>0</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>The sanitation guidelines from the DHO were found only at Kiganda HCIV and Kitenga HCIII out of the five sampled facilities. Charts titled “How to wash your hands” and “Hands can be dangerous”, both available in the Family Planning unit were found at Kiganda HCIV, while an “Infection Control Plan, 2017” was at Kitenga HCIII.</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>The three health facility infrastructure projects were screened by the District Environmental Officer before approval for construction using the checklist for screening of projects in the budget guidelines as per the report dated 18th July 2017. Screening was for the following projects; construction of Kikandwa HCII and renovation of Kakindu HCII.</p>	<p>2</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2 	<p>There was no evidence of environmental inspection conducted since related reports were missing.</p>	<p>0</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>Mubende District Local Government health department issued guidelines on medical waste management to only three of the five sampled health facilities. Guidelines / charts on medical waste management were found at three out of the five sampled facilities including Myazi HCIII, Kiganda HCIV and Kalonga HCIII. Kitenga HCIII and Kyakatebe HCII did not have the guidelines / charts.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>Mubende District has an average safe water coverage that currently stands at 37% as per the District Atlas Report on the Ministry of Water and Environment website, and 30% at the beginning of the financial year 2017/2018 as per the Uganda Water Supply Atlas. The district has eight sub-counties below this average, these are Bagezza at 17%, Butoloogo at 25%, Kigando at 23%, Kalwana at 23%, Kasambya at 27%, Kitumbi at 26%, Manyogaseka at 5% and Nabingoola at 16%.</p> <p>According to the district water budget for the current FY, 21.6% is allocated to these eight sub-counties to cover drilling of 2 deep boreholes in Kasambya and rehabilitation of 6 boreholes in Nabingoola (2), Bagezza (2) and Kigando (2).</p>	0
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15 o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>In the previous F/Y, the District Water Office planned to implement 6 projects in the sub-counties below the average district safe water coverage. These included drilling of 4 deep boreholes in Kalwana (1), Nabingoola (1), Kasambya (1) and Kigando (1) and construction of 2 production wells in Kitumbi.</p> <p>The water department implemented only 5 of the 6 planned projects as the drilling of a deep borehole in Kalwana Sub-County was not done.</p> <p>This represents implementation of 83.3% of the planned projects.</p>	10
Monitoring and Supervision			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>Filled monitoring forms for all new projects (Form 1s) were available on file and verified. These are forms for the 10 newly commissioned boreholes and 1 piped water system (phase one).</p> <p>Filled forms for the old water sources (Form 4s) 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"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>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 10 deep boreholes and construction (phase one) of a piped water system.</p>	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<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"> - Drilling of 10 deep boreholes. - Construction (phase one) of a piped water system. <p>The PBS indicates the same information of completed projects thus the consistency.</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The water sector input to the district procurement plan was submitted to the PDU on 17th July, 2018 which is past the deadline of April 30th.</p> <p>The DWO attributed this late submission to the delayed passing of the district budget in late May and the PBS that was uploaded in early July.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>Eng. Fred Ssebyatika was appointed as the contract manager for the construction (phase one) of Kalonga piped water system, drilling and installation of 8 hand boreholes and construction 2 production wells projects. His appointment letters were available on file.</p> <p>Progress reports for piped water system and drilling of 8 borehole were also available 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"> If water and sanitation facilities constructed as per design(s): score 2 	<p>The water facilities visited were constructed as per design. The sampled projects include; 4 Boreholes (DWD 56477 in Lwegula A village, DWD 56476 in Kiteera village, DWD 56475 in Kinoni village and DWD 56474 in Kanzira village) and the completed construction of phase one of Kalonga piped water system.</p> <p>All the visited facilities were fully functioning apart from the deep borehole (DWD 56475) in Kinoni village.</p>	2
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>Completion reports from the contractors for construction of 2 production wells and drilling of 8 deep boreholes were available on file. The contractors were Dropline Uganda Limited and Galaxy Agrotech (U) Limited respectively.</p>	2
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>Completion certificates and reports for all WSS projects available on file. The certificates and reports are for the 8 newly drilled boreholes, 2 production wells and Phase one of the Kalonga piped water system.</p>	2
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>Mubende District Local Government DWO timely certified and recommended as per copy of contracts as per the following sampled contacts; Contract No Mube541/wrks/17-18/00020 Drilling Hand pumb boreholes by Galaxy Agro Tech Ltd and Contract No Mube541/wrks/17-18/00021 Drilling of 2 Production wells in Lubaali Trading centre by Galaxy Agro Tech Ltd.</p>	3
Financial management and reporting			

<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>Mubende LG Health department had NO evidence on record that it submitted Annual performance report for FY 2017/2018 (all quarterly reports) in time to the planner for Consolidation</p>	<p>0</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>All queries were responded to by water Department and information was provided to the internal audit on the status of implementation of all audit findings for the previous financial year 2017/2018 as seen file for clearance certificates File No: AUD/MUB/103/2 and CAO'S sector responses To Internal Audit Dated for: Quarter 1 on 2/11/2017, Quarter 2 on 28/2/2018, Quarter 3 on 24/5/2018 and and Q4 on 24/9/2018.</p>	<p>3</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>There was evidence that Mubende LG Water sector committee met and discussed. Meetings held as follows:</p> <p>.On 22nd June 2018 under minute 06/06/2018 presented and discussed water sector progress report,</p> <p>.On 24th April 2018 under minute 06/06/04/2018; presented and discussed departmental sector budget for FY 2018/2019 and</p> <p>On 12th December 2017 under Minute 07/07/12/2017 committee presented and discussed sector work plan FY 2018/2019.</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"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>There was evidence that Mubende LG Water sector committee presented issues to council as required for approval. Meeting held as follows:</p> <p>1. On 12th August 2017 under minute 05/12/09/2017 council discussed, (1.1) Works, Water & technical services report and work plans and annual work plans and</p> <p>2. On 28th December 2017 under minute 5/12/09/2017 Works, water & technical services committee presented and discussed to council water sector progress report.</p>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>The AWP, budget and the Water Development grant releases and expenditures were displayed on the district notice boards. The documents were also dated and stamped.</p> <p>The advocacy meeting reports for the different beneficiary communities were 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"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>The sampled water projects were labelled with details including reference number, location, and date of construction. The projects include boreholes DWD 56477 in Lwegula A village, DWD 56476 in Kiteera village, DWD 56475 in Kinoni village and DWD 56474 in Kanzira village.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>Information on contract awards was well displayed on the district water department notice board.</p> <p>Information on tenders also displayed on the notice board at the time of the assessment.</p>	<p>2</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>The community application letters and meeting minutes for the different water sources 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"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>From the site visits, it was clear that most of the Water Sources Committees are functioning. Most the above parameters are being met for instance all the visited facilities are fenced/protected and there is effort to collect the O&M funds.</p> <p>However the non-functioning borehole (DWD 56475 in Kinoni village) had not been reported to the District Water Office two months after breakdown.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>The filled environmental and social screening forms for all the implemented projects including boreholes DWD 56477 in Lwegula A village, DWD 56476 in Kiteera village, DWD 56475 in Kinoni village and DWD 56474 in Kanzira village were available on file and verified.</p>	<p>2</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>The environmental mitigation reports for unacceptable environmental concerns for the three implemented projects in the previous FY were seen on file.</p>	<p>1</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>Of the 3 sampled contracts, only the boreholes drilling contract had a clause on environmental protection and that's Bill no.4 in the contract.</p>	<p>0</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>3 of the sampled 5 WSCs have at least 50% women representation and there is at least one woman occupying a key position on all the committees.</p> <p>The DWO pointed out that most of the committees were formed following the previous WSCs guidelines that required a 30% women representation which was met by all the sampled committees.</p>	<p>3</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>There was no public sanitation facility constructed in the previous F/Y.</p>	<p>0</p>