



Local Government Performance Assessment

Mukono Municipal Council

(Vote Code: 772)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	73%
Educational Performance Measures	74%
Health Performance Measures	85%
Water Performance Measures	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • 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>The LG submitted an annual performance contract of the forthcoming year on 31/07/2018. This is within the adjusted deadline of 1st August 2018, therefore the LG is Compliant.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>The Local Government submitted the budget together with the Procurement Plan on 31st July 2018. This is within the adjusted deadline of 1st August 2018. Therefore the LG is Compliant.</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>The annual performance report for the previous year was submitted on 4th August 2018 beyond the deadline of 31st July 2018, thus the LG is not compliant.</p>	<p>No</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • 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>The Local Government submitted quarterly and annual reports as follows: Quarter 1 on 8th December 2017; Quarter 2 on 19th February 2018; Quarter 3 on 30th May 2018 and Quarter 4 on 4th August 2018.</p> <p>Noted that the LG submitted the 4th quarterly report (annual performance report) beyond the July 31st deadline and the adjusted 1st of August 2018 deadline hence the LG is NOT compliant.</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 lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • 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>The LG audit responses were submitted to the Permanent Secretary/Secretary to the Treasury on 15/3/10 , with covering letter, reference MMC/EA/40 by the Town Clerk Mr. Richard Monday dated 12/3/18 before the deadline of April 30, hence compliant.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Mukono MC got a Qualified "Except for" audit opinion from the Auditor General for the financial year 2017/18.</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>Mukono Municipal LG has a functional Physical Planning Committee in place that considers new investments on time.</p> <p>There is evidence that the membership is in line with the provisions of the Physical Planning Act 2010 and that appointment letters for the members of Physical Planning Committee were availed, dated 2nd January 2015 and 3rd January 2018 under reference MMC/SM/10C and MMC/AP/149, respectively.</p> <p>Minutes of Physical Planning Committee meetings confirm that the committee is functional. For example, minutes of meetings dated 6th April 2018, Min: MMC/PPC/MIN.04/06/04/2018: Consideration of plans for approval; and minutes dated 28th September 2017, Min: MMC/PPC/04/08/2017: Issues: a) Land wrangles at Katikolo and b) Lock ups and status of Kayinja road expansion.</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>The LG submitted all the 4 sets of minutes to the MoLHUD Mukono zonal office under reference MMC/P/99 as follows: 6th December 2017, 22nd January 2018, 23rd March 2018 and 24th August 2018.</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"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>No physical development plan in place.</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 LG has an Action Area Plan for Ggulu ward, Bukerere and Misindye wards approved under minute MMC/PPD/8/2017 dated 30/08/2017.</p>	<p>1</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>The priorities in the AWP for the current FY include:</p> <ul style="list-style-type: none"> - Tarmacking of Nabuti road; - Grading of Kitega-Lweza and Namumira road; - Sensitization of communities in areas where detailed plans have been prepared; - Tarmaking of Ntawo-Seeta-Bajjo road <p>There was evidence that the Priorities in AWP are based on outcomes of the budget conference dated 5/12/2017. The priorities were discussed under Min: MMC/TPC/DEC/2017: Discussion of budget conference report.</p>	<p>2</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"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>There was evidence that the capital investments in the AWP for the current FY are derived from the approved 5 year development plan. The capital investments in the AWP for the current FY include:</p> <ul style="list-style-type: none"> - Health – Phase II construction of a 20 bed maternity ward at Goma HCIII (pg 172 on 5 Development Plan); - Construction of 2 class room block at Bajjo primary school (pg. 186 on 5 Development Plan); - Renovation of a 4 class room block at Namiryango Day Boys Primary school (pg. 190 on 5 Development Plan); - Re-roofing of a 4 classroom block at Namiryango Day Boys Primary school (pg 192 on 5 Development Plan); - Drawing Detailed and Structure Plan for Mukono MC (pg. 223 on 5 Development Plan); - Routine and manual mechanized maintenance of roads (pg. 143 on 5 Development Plan); - Drainage construction and repair (pg. 143 on 5 Development Plan); and - Maintenance and installation of new street lights (pg. 144 on 5 Development Plan). <p>There was evidence that the AWP dated 13/02/2018 was approved by Council under Min COU:34/13/02/2018: Motion seeking approval of District Development Plan/ District AWP for the FY 2018/2019.</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 evidence that the project profiles were developed. These profiles were discussed in TPC meeting under Minute MMC/TPC/05/FEB/2018: Presentation of project profiles for investment projects FY 2018/2019.</p> <p>The Project profiles include:</p> <ol style="list-style-type: none"> 1) Health – Completing and equipping a 20 bed maternity ward at Mukono HCIV, Code: 312101, Implementing Agency: Mukono Municipal Council; Amount: UGX67,667,058; 2) Health – Phase II construction of a 20 bed maternity ward at Goma HCIII, Code: 312101, Implementing Agency: Mukono Municipal Council; Amount: UGX38,000,000. Start date: October 2018; 3) Construction of 2 class room block at Bajjo primary school, Code: 312101, Amount: UGX70,000,000. 4) Renovation of a 4 class room block at Namiryango Day Boys Primary school. Code: 312101, Implementing Agency: Mukono Municipal Council; Amount: UGX35,000,000; 5) Drawing Detailed and Structure Plan for Mukono MC. Code: 225001, Implementing Agency: Mukono Municipal Council; Amount: UGX80,000,000. Start date: July 2018; and 6) Re-roofing of a 4 classroom block at Namiryango Day Boys Primary school. Code: 312101, Implementing Agency: Mukono Municipal Council; Amount: UGX25,000,000, among others. 	2
<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>There was evidence that the statistical abstract with gender dis-aggregated data was compiled and approved in TPC meeting dated 01/02/2018 under min. MMC/TPC/06/FEB/2018: Presentation of Statistical abstract for 2018.</p>	1

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>There was evidence that all investment projects implemented in FY 2017/18 were derived from the AWP and approved budget. These include among others:</p> <ul style="list-style-type: none"> - Construction of a two in one classroom block at Kiwango UMEA Primary School at cost of UGX46,682,000 (pg. 44 of the approved budget); - Construction of three in one staff quarters with three stance pit latrine at Buwava Primary School at cost of UGX100, 000,000 (pg. 44 of the approved budget); - Applying second seal on 1km of Mulyanti road at cost of UGX450, 000,000 (pg. 47 of the approved budget); - Opening of 3km of new roads in municipal council at cost of UGX80, 000,000 and installation of culverts at cost of UGX50, 000,000 (pg. 47 of the approved budget); - Drawing a detailed plan for the Municipality at cost of UGX80, 000,000 (pg. 48 of the approved budget); - Construction of Youth Centre at Nakabago at cost of UGX70, 000,000 (pg. 49 of the approved budget); - Installation of street lights at cost of UGX100, 000,000 (pg. 47 of the approved budget); and - Health – Phase II construction of a 20 bed maternity ward at Goma HCIII at cost of UGX70, 000,000 (pg. 43 of the approved budget).
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<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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>There was evidence that 8 out of 10 investment projects implemented in the previous FY were completed as per work plan by end for FY. This accounts for 80% completion rate.</p> <p>The investments projects completed as per work plan by end of FY include:</p> <ul style="list-style-type: none"> - Construction of Youth Centre at Nakabago; - Procuring car for Mayor’s office; - Phased construction of a 20 bed maternity ward at Goma HCIII; - Construction of a two in one classroom block at Kiwango UMEA Primary School; - Applying second seal on 1km of Mulyanti road; - Opening of 3km of new roads in municipal council; - Construction of three in one staff quarters with three stance pit latrine at Buwava Primary School; and - Installation of street lights. 	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>All investment projects in the previous FY were completed as per approved budget. Five sampled projects include:</p> <ol style="list-style-type: none"> 1) Construction of Youth Centre at Nakabago (budgeted: UGX70,000,000 - Actual Expenditure – UGX67,900,000), hence 97% expenditure; 2) Phased construction of a 20 bed maternity ward at Goma HCIII (budgeted: UGX70,000,000 - Actual Expenditure – UGX70,000,000); thus 100% expenditure; 3) Procurement of medical equipment for the health centre (budgeted: UGX18,692,000 - Actual Expenditure – 8,692,000) thus 100% expenditure; 4) Opening of 3km of new roads and opening & installation of culverts in municipal council (budgeted: UGX130,000,000 - Actual Expenditure – UGX1128,297,000), thus 99% expenditure; and 5) Construction of three in one staff quarters with three stance pit latrine at Buwava Primary School (budgeted: UGX100,000,000 - Actual Expenditure – UGX91,980,000) thus 92% expenditure. <p>Therefore All investment projects were completed within Max. 15% plus or minus the original budget.</p>	<p>2</p>

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>1) The LG did not have a register of assets in need of maintenance.</p> <p>2) The O&M budget for FY 2017/2018 was UGX20,000,000.</p> <p>3) The assets maintained included:</p> <ul style="list-style-type: none"> Unblocking of toilets; De-silting of Kame valley; and Emptying of soak pit at Municipal Council HQ. <p>Therefore the total expenditure on O&M was UGX3,302,000 thus 17% expenditure. The expenditure was lower than the 80% set criteria.</p>	<p>0</p>
<p>Human Resource Management</p>			
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>The Municipality has substantively filled all the 8 head of department posts as per the Municipality structure as detailed below;</p> <ul style="list-style-type: none"> Deputy Town Clerk; Alex Ssenyonga (Appointed 16th/12/2005 Min no 58/2005); Principal Medical Officer; Dr Konde Anthony (Appointed 1st/07/2011 Min MMC 108/2011 (ii)); Principal Community Development Officer; Namukose (Appointed 28th/06/2018 Min. MMC 147/2018); Principal Treasurer; Stephen Kavuma (Appointed 1st/07/2011 MMC 102/2011 (ii)); Principal Engineer; Josiah Sserunjogi (Appointed 1st/07/2010 Min. MMC 32/2011); Principal Education Officer; Nakitto Margret (Appointed 1st /03/2011 Min MMC 61/2011); Production Senior Veterinary Officer Kiwanuka Noah (Appointed 1st/07/2018) and Principal Commercial Officer Nkambwe Nelfred (Appointed 1st/07/2018 Min. MMC 95/2018). 	<p>3</p>

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>All the Head of department had been appraised at the time of assessment; MHO (18th/07/2018) Production (10/07/2018), MEO (12th/07/2018), Municipal Engineer (13th /07/2018), Municipal Commercial Officer (9th /07/2018), Municipal Treasurer (11th /07/2018),Deputy TC (20th/07/2018) and MCDO (just appointed 28th /06/2018).</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>The DSC considered all the 2 submissions for recruitment as per TCs letters dated; 24th / 10/2017 and 14th/05/2018 (Absorption of MUWRF staff). The submissions were considered under the meeting held on 12/06/2018 (Min Extract MMC 3/2018) and meeting held on 25th/05/2018 (Min Extract No MMC 2/2018).</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>There was evidence that TC submissions to the DSC for confirmation dated 5th /01/2017 and 29th /03/2018 were considered under the DSC meeting held on 10th/04/2018 (Refer to Min Extract No MMC 001/2018).</p>	<p>1</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>There was no evidence that submission of the office of the TC to the DSC dated 7th/05/2018 (Abscondement from duty by two officers) had been considered.</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 recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>There was evidence that all the 27 newly recruited staff in the financial year 2017/2018 accessed the salary payroll within the stipulated timeline of 2 months.</p>	<p>3</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>3 officers retired in the financial year 2017/2018 and there was only one officer (Education assistant-33.3%) was able to access the pensioner payroll within the stipulated 2 month period.</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>The LG Own Source Revenue was UGX 1,794,938,974 for the year 2017/18, compared to UGX 1,502,757,947 for the year 2016/17.</p> <p>This was an increase of UGX 292,181,027, a percentage increase of 19%.</p> <p>Reasons for the increase are:</p> <ul style="list-style-type: none"> -Increased enforcement by staff; and -Sensitization of LG tax payers. 	4
<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 LG Original approved budget for 2017/18 was UGX 2,240,134,138 , actual revenue collected for 2017/18 was UGX 1,794,938,974; which is a percentage under performance of -20 %.</p> <p>Reasons include:</p> <ul style="list-style-type: none"> -Taxi park fees were halted by the President of Uganda; -Estimated building plan fees for a big project in Nabusigwe for National housing was abandoned; and -Three big tax payers: Roofings- UGX160m Colline hotel-UGX180m and UCU-UGX 109m defaulted on property rates. 	0
<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>Evidence was there from the financial statements of the year 2017/18 that transfers were made to the municipality divisions (30%) under code 263104 local revenue as follows:</p> <ul style="list-style-type: none"> -Goma Municipality, UGX 185m; and -Central Municipality, UGX 129m. <p>Total remittances to Lower Local Governments was UGX 314m, hence compliant.</p>	2

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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>Evidence was available that Council expenditures from all sources were below the recommended 20%;</p> <p>Allowances for Council from government grant was UGX 81,194,000, and allowances for Council from local revenue was UGX 196,536,300, this made the total Council expenditure from all sources equal to UGX 277,730,300.</p> <p>This compared to Own Source Revenue for the year 2016/17 of UGX 1,502,757,947, gave a percentage of 18% which is within the recommended range not above 20%, hence the LG was compliant.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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>Both positions of Senior Procurement Officer and Procurement Officer have been filled and the officers were present.</p> <p>The Senior Procurement Officer was appointed under Minute No. MMC 020/2013 dated 5th April 2013 and signed by Ahimbisibwe Innocent, Town Clerk. He was confirmed under Minute Number Min. No. MMC 1/2014 (2) dated 25th March 2014, also signed by Ahimbisibwe Innocent, the Town Clerk then.</p> <p>The Procurement Officer was appointed under Minute Number MMC 115/2018 dated 28th July 2013 and signed by Richard K. Monday, the Town Clerk.</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 TEC produced and submitted reports to the Contracts Committee for the previous FY. This was seen from Evaluation reports dated as below:</p> <ol style="list-style-type: none"> 13th Dec. 2017 for the construction of a Youth Centre; 7th March 2018 for construction of an Out Patient Department (OPD) at Mukono Health Centre IV; 6th December 2017 for the completion of Goma Council Hall; 31st October 2010 for the construction of a 3-in-1 staff Quarter with a 3-stance Pit Latrine with Bathrooms at Buwava Primary school and 27th February 2018 for the construction of a 2-in-1 staff Quarters at Kati primary School. 	<p>1</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>There was evidence that the Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations. This was seen from CC meeting minutes on the following dates:</p> <ol style="list-style-type: none"> Friday 7th July 2017 for the 49th CC meeting in the Office of the Chairperson Contracts Committee; Tuesday 29th May 2017 for the 60th CC meeting in the Municipal Boardroom; 3rd August 2017 for the 50th CC meeting (venue not mentioned); Monday 6th November 2017 for the 51st CC meeting held in the Municipal Boardroom and Monday 18th December 2017 for the 52nd CC meeting held in the Municipal Boardroom. 	<p>1</p>

<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> 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 	<p>a) There was evidence that the procurement and Disposal Plan for the current year covered ALL infrastructure projects in the approved Annual Workplan of the Municipality. Among those sampled included construction of a 10 bed Maternity Ward at Goma Health Centre III, construction of a 2 Classroom Block at Kiwanga UMEA Primary School and construction of a 3-in-1 staff Quarter with a 3-stance Pit Latrine with Bathrooms at Buwava Primary school.</p> <p>b) There was evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY. Those sampled included: completion of a 10 bed Maternity Ward at Goma Health Centre III Contractor: M/S Rosanah Investments Ltd. Amount: UGX107,895,778. Procurement Ref. No: MMC772/Wrks/17 – 18/00002; Completion of Goma Administration Block Chairperson’s Wing. Contractor: M/S Erasco Company Ltd. Amount: UGX48,945,220. Procurement Ref. No: MMC772/Wrks/16 – 17/00006; and Completion of Goma Council Hall. Contractor: M/S Erasco Company Ltd. Amount: UGX34,485,948. Procurement Ref. No: MMC77/Wrks/17 – 18/00001.</p>	2
<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>An advert appeared in the <i>Daily Monitor</i> Newspaper of May 31, 2018 advertising bids for various projects – Prequalification for Services, Framework and Management of Revenue. Out of 140 projects, the advert included 132 of them (92%)</p>	2

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

Maximum 6 points on this performance measure.

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

An old Contracts Register was available but not updated. Entries in it also had scanty information.

0

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

Maximum 6 points on this performance measure.

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

There was evidence that for previous FY, LG has adhered with procurement thresholds. This was seen from Contracts signed with various Contactors as follows:

Open Contract:

1) Contract: Completion of a 10 bed Maternity Ward at Goma Health Centre III Contractor: M/S Rosanah Investments Ltd. *Amount: UGX107,895,778*. Procurement Ref. No: MMC772/Wrks/17 – 18/00002. Contract signed on 20th November 2017;

2) Contract: Phase construction of a Youth Centre (Location not specified in Contract agreement!). Contractor: M/S NK General Dealers Ltd. *Amount: UGX100,000,000*. Procurement Ref. No: MMC772/Wrks/17 – 18/00003. Contract signed on 12th January 2018.

Selective Contract:

3) Contract: Completion of Goma Administration Block Chairperson's Wing. Contractor: M/S Erasco Company Ltd. *Amount: UGX48,945,220*. Procurement Ref. No: MMC772/Wrks/16 – 17/00006. Contract signed on 6th December 2017;

4) Contract: Completion of Goma Council Hall. Contractor: M/S Erasco Company Ltd. *Amount: UGX34,485,948*. Procurement Ref. No: MMC77/Wrks/17 – 18/00001. Contract signed on 12th January 2018.

Framework Contract:

5) Contract: Supply of Firewood and Timber. Contractor: M/S SHELL FAST SERVICES Ltd. *Amount: UGX "the Unit Price fixed against each 7 Ton Truck @Ugx39,850 per 7 Ton Truck Inclusive of 6% Withholding Tax and VAT*. Procurement Ref. No: MMC772/Supplies/17 – 18/0034. Contract signed on 1st September 2017.

<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 with interim and completion certificates for all projects based on technical supervision. Among those sampled include:</p> <ol style="list-style-type: none"> Interim Certificate No.2 issued on 12th February 2018 to M/S Rosanah Investments Ltd upon Completion of a 10 bed Maternity Ward at Goma Health Centre III; Interim Certificate No.1 issued on 14th December 2017 to M/S Rosanah Investments Ltd upon completion of a 2 Classroom Block at Kiwanga UMEA Primary School; Interim Certificate No.1 issued on January 10, 2018 to M/S Restoration 2010 Company Ltd upon completion of construction of a 3-in-1 staff Quarter with a 3-stance Pit Latrine with Bathrooms at Buwava Primary school; Interim Certificate No.02 issued on 08th June 2018 to M/S Besigwa Uganda Ltd upon completion of construction of a 5-stance Water Borne Toilet with Urinals at Nganda and Interim Certificate No.01 issued on 22nd February 2017 to M/S Anderas Company Ltd upon completion of construction of a 5-stance Lined Pit latrine with urinals and Washrooms at Kirowooza C/U Primary School. 	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There was no evidence that all works projects for the current FY are labelled with site boards.</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>All the LG bank accounts below had no reconciliations:</p> <ol style="list-style-type: none"> 1. TSA account BoU; 2. Youth live hood and women; 3. Donor funds MWRAP; and 4. General fund account. 	<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 – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>A review of payment vouchers show that the LG paid its suppliers in time within 2 months; for example:</p> <ul style="list-style-type: none"> -A requisition from Blace Uganda Ltd of UGX 1,500,000 for cleaning and maintenance (Mukono Health Centre) submitted on December 31, 2017 was paid on 6/2/2018 payment voucher AD03060 (1 month and 6 days); -A requisition from Total Uganda of UGX 1,501,500 for administration fuel in health department submitted on 19/9/2017 paid on 25/9/2017 voucher number AD 04245 (6 days); -A requisition from Nsanbya hospital for kaggwa maria who collapsed while on duty worth UGX 500,000 submitted on 13/6/2017 was paid on 8/8/2017 voucher no payment voucher S06209 (1 month and 25 days); -A requisition from Besigwa for construction of pitlatrine at Ntawo UGX 1,487,048 dated 12/9/2017, was paid on 27/10/2017 payment voucher WK09001 (1 month and 15 days); - A requisition from JOF for construction of staff quarters at Bukerere P/S of UGX 4,783,236 dated 13/6/2017, was paid on 28/8/2017 payment voucher AD 02696 (2.5 months); -A requisition from Faith catering services UGX 2,700,000 food and snacks dated 31/10/2017, paid on 15/11/2017 payment voucher ad 06103 (15 days); and - A requisition from Roma furnishings UGX 13,700,000 for supply of furniture dated 27/10/2017 paid on 10/11/ 2017 (13 days). 	<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>The LG had a Senior Internal Auditor Mr. Ssentongo Herman at the time of the assessment, on appointment letter dated 5/4/2013 ref MMC/SM/10C minute 019/2013, signed by Mr Ahimbisibwa Innocent the then Town Clerk.</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>The LG produced all the 4 quarter reports as below:</p> <ul style="list-style-type: none"> -Quarter 1 dated 1/11/2017; -Quarter 2 dated 6/3/18; -Quarter 3 dated 3/5/18; and -Quarter 4 dated 30/7/2018. 	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>LG submitted responses to Council and LG PAC as below:</p> <ul style="list-style-type: none"> -Quarter 1 dated 1/11/2017 responses submitted on 14/11/2017; -Quarter 2 dated 6/3/18 responses submitted on 15/3/2018; -Quarter 3 dated 3/5/18 responses submitted on 17/5/2018; and -Quarter 4 dated 30/7/2018 responses submitted on 30/7/2018. 	<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>The LG PAC had not sat to consider 2017/18 internal audit reports by the time of the assessment.</p>	<p>0</p>
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The LG Asset Register was in place but not updated, most of the areas were missing information; for example:</p> <ul style="list-style-type: none"> -No dates of assets acquisitions were filled; and - No description, and most other fields were missing. 	<p>0</p>
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Mukono MC got a qualified audit opinion from the Auditor General for the financial year 2017/18.</p>	<p>2</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>The Council meets and discusses service delivery related issues. This was evidenced by the minutes of Council meeting dated 31/10/2017, min: MMC27/2017: Presentation of Committee reports; and the Executive Committee meeting dated 9th May 2018 under min. MMC/EX07/MAY/2018: Discussion of proposed by laws on solid waste management and street parking.</p>	<p>2</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>The LG has designated a person, Mr. Masengere George to handle and coordinate response to feed-back (grievance/complaints). The evidence is appointment letter dated 10/08/2016 under ref: MMC/SM/10.</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>The LG has specified a system for recording, investigating and responding to grievances. There is evidence of the grievance procedure on the municipal notice board: titled 'Judicial Service Commission: Public Complaints System' dated 12th July 2018.</p>	<p>1</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>The LG payroll (August payroll register 2018) and Pensioner Schedule were pinned on public notice boards at the municipal headquarters dated August 2018.</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 and amounts are published on the notice board, dated 23/08/2017. An example of awarded contract published on the notice board is the phased construction of Out Patients Department at Mukono HCIV, under procurement No. MMC/772/wrks/2017-18/000035.</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>The LG published the LG performance assessment results and implications on the notice board, dated 29/06/2018.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • 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>The LG communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY. This is evidenced by the circulars addressed to all Municipal Divisions/TCs/HoDs, dated 05/3/2018, Subject: Receive the IPFs for DDEG and Urban NWR for FY2018/2019 for use in the budgeting process.</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>The LG during the previous FY conducted discussions with the public to provide feed-back on status of activity implementation. This is evidenced by the Minutes of the Mayor’s breakfast meeting dated 28/09/2017; min.4.MB/2017: Mayors Presentation and min.5.MB/2017: Matters and reactions from stakeholders.</p>	<p>1</p>
<p>Social and environmental safeguards</p>			
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women’s roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>There was evidence that the LG gender focal person (who is also the Principal Community Development Officer - PCDO) has provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities. Evidence seen as follows:</p> <ol style="list-style-type: none"> 1) The Municipal Workplan for both FYs 2017/18 and 2018/19 has a section of Gender mainstreaming under Community Services; 2) A report was seen on “Meetings held with different Heads of Departments to identify Gender gaps and lay strategies how they can be addressed in 2017/2018”; 3) Minutes of the Technical Planning Committee were seen of a meeting held on 28th July 2017 where Min/3/7/17 was on presentation from the Gender Department on identified Gaps and Key Strategies in different Departments and 4) A report dated 21st December 2017 gave details on Gender Mainstreaming Workshop organised for the Mukono Municipality technical staff. 	<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 gender focal point (who is also the PCDO) has planned activities for minimum 2 activities for the current FY to strengthen women's roles and address vulnerability and social inclusions. This was seen from:</p> <ol style="list-style-type: none"> 1) The Education, Science, Technology and Sports Department Annual Work Plan for FY2018/2019 that includes a section on Early childhood Development activities; 2) The Community-based Services Workplan 2018/2019 that includes PWD section, Adult Literacy and Women Group Support and 3) The capacity Building Plan for the Period 1st July 2018 to 30th June 2019 that includes a section on Gender awareness training. <p>Out of UGX15,888,963 planned for the FY, UGX14,916,767 (94%) was used for implementing Activities.</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 is carried out for activities, projects and plans and mitigation measures are planned and budgeted for. A report titled "Environmental Screening and Social Management Report for FY 2017/18 listed projects to be implemented under five Departments where screening was done. The projects included:</p> <ol style="list-style-type: none"> 1) Construction of a 3-in-1 staff Quarter with a 3-stance Pit Latrine with Bathrooms at Buwava Primary school; 2) Renovation of a 4 Classroom Block at Kiwanga UMEA Primary School; 3) Phased completion of a 10-bed Maternity Ward at Goma Health Centre III; 4) Construction of a water borne toilet at Ngandu village and 5) Construction of a 2-in-1 staff quarter at Kati P/s. 	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>There was no evidence that the LG integrates environmental and social management plans in the contract bid documents.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • 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 some projects are implemented on land where the LG has proof of ownership. A list of 23 Land Titles was seen for those LG establishments that have had them processed but many other establishments do not have ownership confirmation status. Thus:</p> <ol style="list-style-type: none"> 1) The Municipal Council premises are on Land with a title but the other two Divisions – Goma and Central do not have; 2) One Health Centre IV, one Health Centre III and two Health Centre II have Land Titles but two other Health Centre II do not have Land titles; and 3) Among schools, Land Titles were seen only for Ntawo Public School, Kati and HIHU School for the disabled. Many Schools in the Municipality are Faith-based and Titles are held by the Founding Bodies. But many schools also do not have Land Titles. 	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>The Environmental Officer fills out an Environmental Certification Form upon completion of projects. Of such Forms seen included approval of Works for:</p> <ol style="list-style-type: none"> Construction of a 2-in-1 staff quarter at Kati P/s; construction of a 3-in-1 staff Quarter with a 3-stance Pit Latrine with Bathrooms at Buwava Primary school; Construction of 2 Classroom Block at Kiwanga UMEA Primary School; Phased completion of a 10-bed Maternity Ward at Goma Health Centre III and Phased construction of a Youth Centre. <p>At Municipality Level, the Environment Officer attends to all environment-related issues but at Division level, the CDO attends to both Environment and social safeguards since there is no environment staff at this level.</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 the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>A report with key issues identified before project start and proposed mitigation measures was seen prepared by the Environmental officer on 12th July 2017.</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>A report prepared by the Environmental Officer in June 2018 indicated mitigation measures, deviations from what was required and pictures of sites at Buwava and Kiwango UMEA Primary Schools.</p> <p>At Municipality Level, the Environment Officer attends to all environment-related issues but at Division level, the CDO attends to both Environment and social safeguards since there is no environment staff. The Principal Community Development Officer (PCDO) at Municipal level attends exclusively to Social safeguard issues.</p>	<p>1</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Mukono Municipal Council has budgeted for a Head Teacher and 7 teachers per school as evidenced by the approved budget for FY 2018/9.</p>	4
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Mukono Municipal Council Education office has not deployed a total of twenty teachers as evidenced by the 2018/19 teacher's register.</p>	0
<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>Mukono Municipal Council Education office has filled only 515 (96%) of the 535 teachers with a wage bill provision as evidenced by the recruitment plan for F/Y 2018/19 submitted by the Municipal Education Officer to Human Resource Officer (HRM) on 6/6/18.</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>Evidenced by the staff structure for Mukono Municipal Council communicated by the P/S Ministry Of Public Service to the Town Clerk Mukono Municipal Council on 6/06/17.</p>	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>Verified the evidence by the FY 2018/19 Recruitment Plan for 20 teachers submitted to the Human Resource Department on 6/6/18.</p>	<p>2</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>There is no recruitment plan needed for the school inspectors since two positions of school inspectors have already substantively been filled.</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 3 	<p>There was evidence that the 2 Inspectors of schools were appraised; Kikomeko Rashid (School Inspector; 12th /09/2018) and Namuli Mary (Ag School Inspector; 15th /08/2018).</p>	<p>3</p>
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>The Consultant sampled 10 files of head teachers out of the 33 namely; Jinja Misindye, Mukono Town Muslim, Namiryango Day, Seeta C/U, Ntawo , Ngandu, Ssekiboobo, St Augustine , Kiwanga UMEA, and St Peters Nantabulrirwa PS. There was no evidence that these head teachers had been appraised at the time of the assessment.</p>	<p>0</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • 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>The Mukono MC Education Office received and passed on to the schools circulars and guidelines which include the following that were available in all the five schools visited:</p> <ul style="list-style-type: none"> i. Teacher support supervision in schools by the MOES of 30/06/17; ii. Follow up on joint mobilization on absenteeism of 16/04/18 by the Permanent Secretary, Ministry of Ministry of Local Government (MOLG); and iii. Education and Sports Sector strategic plan (ESSP). 	<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>Evidenced by the Minutes of the following Head teachers meetings with the Municipal Education Officers:</p> <ul style="list-style-type: none"> a. 2018 Term 1 meeting held on 4/06/18; b. 2017 Term 3 meeting held on 25/09/17; c. 2017 Term 2 meeting held on 08/07/17; and d. 2017 Term 1 meeting held on 12/02/17. 	<p>2</p>
<p>The LG Education Department has effectively inspected all registered primary schools</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>Verified the evidence from the following inspection reports:</p> <ul style="list-style-type: none"> i. Quarter report of F/Y 2017/18 submitted to the Ministry of Education and Sports on 07/11/18; ii. Quarter 2 report of F/Y 2017/18 submitted to the Ministry of Education and Sports on 07/01/18; iii. Quarter 3 F/Y report of 2017/18 submitted to the Ministry of Education and Sports on 23/04/18; and iv. Quarter 4 report of FY 2017/18 submitted to the Ministry of Education and Sports on 28/06/18. 	<p>12</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>Evidenced by the minutes of the Departmental meeting of 06/08/18. Among other things the meeting discussed:</p> <ul style="list-style-type: none"> a. Assessing compliance to implementation of education policies guidelines and regulations; and b. Quarterly inspection reports. 	<p>4</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>Evidenced by Directorate of Education Standards (DES) , acknowledgement of receipt for the following reports:</p> <ul style="list-style-type: none"> i. Quarter 1 of Financial Year 2017/18 submitted on 07/11/18; ii. Quarter 2 of Financial Year 2017/18 submitted on 07/01/18; iii. Quarter 3 of Financial Year 2017/18 submitted on 23/04/18; and iv. Quarter 4 of Financial Year 2017/18 submitted on 28/06/18. 	<p>2</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed- up: score 4. 	<p>The Mukono Municipal Education office forwarded the recommendation of inspection reports to the Mukono Municipal Council Social Services committee as evidenced in the minutes of committee meetings of</p> <ul style="list-style-type: none"> a. 06/12/17; and b. 6/08/18. 	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> 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 data submitted by the Mukono Municipal Council Education Department on the number of government aided schools for 2017/18 is not consistent in the PBS and EMIS as verified from the two sources:</p> <p>EMIS (set obtained from the Ministry of Education Head Quarters) - 31 schools; and</p> <p>PBS - 33 schools.</p>	<p>0</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>Data on the number of pupils enrolled in government-aided schools from the two reports EMIS and UPBS is not consistent as verified from data from two sources below:</p> <p>EMIS- (set obtained from the Ministry of Education Headquarters)- 17225 students; and</p> <p>PBS) -19905 students.</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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>The committee responsible for education meets and discusses service delivery issues. This is evidenced by the minutes of the education sector committee meeting dated 14/12/2017 under min MSS/SS/04/FEB/2018: Closure of substandard schools.</p>	<p>2</p>
<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that the education sector committee presented issues that required approval to Council. This is confirmed by Minutes from Council meeting dated 27/02/2018: min MMC07/2018: Adoption of social services committee report.</p>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>All primary schools have functional SMCs as evidenced by minutes of SMC meetings from the following 4 sampled schools es:</p> <p>a. Bishop East Primary School meeting held on 20/01/18;</p> <p>b. Mukono Boarding Primary School meeting held on 5/03/1 , 07/07/17 and 01/10/17;</p> <p>c. Namilyango Junior Boys meetings held on 27/04/18 and 14/08/18;</p> <p>d. Seeta UMEA Primary School meetings held on 28/02/18 and 19//06/18 and</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 e.g. through posting on public notice boards: score 3 	<p>Verified evidence from the 2018/19 UPE and USE funds publications dated 30/06/18 on the Education Department Notice Board.</p>	<p>3</p>
<p>Procurement and contract management</p>			
<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Evidenced by the Municipal Education Department procurement Plan submitted to the Procurement and Disposal Unit (PDU) on 28/04/18.</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>A review of the payment files showed that the Education officer recommended payments in time, for example:</p> <ul style="list-style-type: none"> - A requisition from Besigwa for construction of a pit latrine at Ntawo shs 1,487,048 submitted on 12/9/2017 was recommended for payment on 29/9/2017 (17 days); and - A requisition from JOF for construction of staff quarters at Bukerere P/S of shs 4,783,236 submitted on 13/6/2017 was recommended for payment on 11/7/2017 (28 days). 	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>There was evidence that the education department submitted to the planner the annual and four quarterly performance reports for the previous FY to the Planner by 15th of July as follows: Quarter 1 on 10/10/2017, Quarter 2 on 04/01/2018, Quarter 3 on 10/04/2018; and Quarter 4 on 07/07/2018.</p>	<p>4</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 score 4 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>Education had audit queries but responded to all of them on letter MMC/SE/64 dated 15/7/2018, by Nakito Magret the Principle Education Officer. Some of the issues were:</p> <ul style="list-style-type: none"> -Inconsistency in staff allocation; and -Misuse of staff quarters. 	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>Verified evidence from the communication of 8/02/18 from the Municipal Education Officer to all Head Teachers regarding Gender guidelines on mainstreaming gender responsibilities</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>No evidence was seen</p>	<p>0</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>Evidenced by information from noticeboard and files from the following sampled schools:</p> <ul style="list-style-type: none"> a. Bishop East Primary School (Members representing the foundation body (COU) are 6, 3 are female); b. Mukono Boarding Primary School (Members representing the foundation body (COU) are 6, 3 are female); c. Namilyango Junior Boys Primary School (Members representing the foundation body (COU) are 6, 3 are female); and d. Seeta Primary School (Members representing foundation body (UMEA) are 6, 2 are female). 	<p>1</p>

<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • 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>Evidenced by the communication; “Environment Management Guidelines for schools issued on 08/02/18 by the Town Clerk to the Senior Inspector of schools copied to all Head Teachers.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • 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>No evidence was availed. .</p>	<p>0</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>Np evidence was availed.</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>There was evidence that Mukono municipal council filled the structure for primary health care workers with a wage bill provision from PHC wage for the current FY, as it was noted that the approved structure for Mukono municipal council had a total of 96 primary health care workers and the wage bill supported 99 primary health care workers reflecting a staffing level of 103% (99 out of 96 positions of primary health care workers), (From the staff list, structure and indicative planning figure for FY 2018/19).</p>	8
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was evidence that Mukono municipal council, Health department submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers, as there was a recruitment plan for FY 2018/2019 dated 15th/09/2017 and received by HRM on 18th/09/2017 and had one position of Principal Health Inspector, 2 porters and 5 askaris.</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>The Municipality had one HC IV, one HC III and 3 HC II. There was evidence that all the In-charges had been appraised; Mukono HC IV (31st/07/2018), Goma HCIII (31st/07/2018), Nyanja HC II (10th/08/2018), Kyungu HC II (07/09/2018) and Nantabulirwa HC II (15th/08/2018).</p>	<p>8</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • 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>There was evidence that Mukono municipal Health department deployed health workers in line with the lists submitted with the budget for the current FY, as it was noted that a deployment list that had 99 primary health care workers was available in the office of the municipal health officer, and the list was similar to what was reflected in the PBS. The Cadres on both lists were also similar.</p>	<p>4</p>
<p>Monitoring and Supervision</p>			

The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities

Maximum 6 for this performance measure

- 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

There was evidence that the MHO communicated all guidelines, policies, circulars issued by the national level in the previous FY, as noted below:-

- Acknowledgment lists for 7 guidelines, policies and circulars was available These included;

UPHSP (Uganda Public Health Protocols- revised Edition, May 2016;

National health Care waste management plan:

Uganda National Infection Prevention and Control Guidelines:

Health sector quality improvement framework and strategic plan 2015-2016 to 2019/2020;

Sector grant and budget guidelines (priority guideline by MOH 2017/2018);

Planning processes for health sector supplementation.(Another priority guideline by MOH) ;

Guidelines for integrated management of acute malnutrition in Uganda:

National guidelines for T.B infection in health facilities.and

Guidelines on viral load monitoring July 2016.:

These were received by in-charges of all the five health facilities (i.e. Mukono Health Centre IV, Goma Health Centre III, Nyanja Health Centre II, Kyungu Health Centre II and Nantabulirwa Health Centre II) who signed and acknowledged receipt of these guidelines on the 14th/07/2017 and the guidelines were also found available at the named health facilities when visited.

<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 evidence that the MHO held meetings with health facility in charges and among others explained the guidelines, policies, circulars issued by the national level as it was noted that;</p> <ul style="list-style-type: none"> Under minute 2/HD/17 “ HEALTH DEPARTMENTAL MEETING HELD ON 14/07/2017 BETWEEN THE PRINCIPAL MEDICAL OFFICER AND IN-CHARGES OF HEALTH FACILITIES TOGETHER WITH ENVIRONMENTAL HEALTH STAFF” . The principal medical officer told members that every financial year, the health department receives sector priority guidelines from the MOH where he gave highlights on:- <ul style="list-style-type: none"> Need for functional HUMCS: Need to address priority areas namely reproductive, maternal neonatal, child and adolescent health services: Communicable and non communicable diseases mitigation: Promotion of health education: Promotion of hygiene and sanitation and lastly emphasized Sector grant and budget guidelines. 	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>There was no evidence that the municipal health team supervised Mukono H/C IV, the only one in the municipality on a quarterly basis, as there were no:-</p> <ul style="list-style-type: none"> Quarterly support supervision reports by MHT to the H/C IV: No evidence of support supervision by MHT to Mukono H/C IV in facility support supervision log book and no minutes of any MHT meetings that addressed issues of support supervision to the H/C IV by MHT (Municipal Health Team). 	<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>There was evidence that MHT ensured that HSD supervised lower level health facilities within the previous FY, as 100% (all of the 4 health facilities were support supervised by the HSD (Mukono Health Centre IV) in all the 4 quarters as reflected in all the quarterly supervision reports titled as shown below:-</p> <p>Quality improvement support supervision report 25th to 27th /September/ 2017:</p> <p>Quality improvement support supervision report 18th to 22nd/December/ 2017:</p> <p>Quality improvement support supervision report 12th to 16th/ March/ 2018, and</p> <p>Quality improvement support supervision .report 18th to 22nd / June/ 2018 .</p> <p>All the 4 health units under Mukono Health center IV HSD (i.e. Goma health center III, Nantabulirwa Health center II, Nyanja Health center II and Kyungu Health center II) were support supervised quarterly as reflected in the 4 supervision reports mentioned above.</p>	<p>3</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 that quarterly support supervision findings were discussed for appropriate action, as there were no minutes of quarterly/monthly meetings addressing support supervision recommendations.</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 no evidence that action points resulting from support supervision recommendations were fixed as there were:-</p> <p>No monitoring reports addressing action points that resulted from support supervision: and</p> <p>Neither were there minutes of quarterly/monthly health team meetings addressing action points fixed following support supervision visits.</p>	<p>0</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>There was evidence that Mukono municipal council submitted accurate/consistent HMIS data, as it was noted that Mukono H/C IV, Goma Health center III, Nantabulirwa Health center II, Kyungu Health center II and Nyanja Health center II, that receive PHC, Non wage recurrent funds as reflected in PBS, reported accurately and consistently.</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>The LG committee responsible for health met and discussed service delivery issues including supervision reports. This is evidenced by the sector committee meeting held on 11/10/2017 under minute MMC.SS/05/OCT/2018: Departmental Reports, item (e) Health Issues: (i) The need to recruit a radiographer to operate the scanner and a fee of UGX10,000 to be charged on patients as maintenance fee for the scanner (ii) Screening of drug shops in the municipality to ensure that they meet the required standards.</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>The health sector committee presented issues that require approval to Council. This is confirmed by Minutes from Council meeting dated 27/02/2018: min MMC07/2018: Presentation of Committee Reports, item (b) Adoption of social services committee report.</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>There was evidence that health facilities had functional HUMCs (established, meetings held and budget and resource issues discussed), as it was noted that 100% (5 out of 5 sampled HUMCs were active), as reflected in the following meetings;</p> <p>Mukono H/C IV met 4 times on:15th/08/2017;12th/10/2017; 9th/03/2018;and 12th/06/2018 respectively.</p> <p>Gome H/C III met 4 times on: 29th/08/2017; 05/10/2017; 29th/03/2018 and 28th/06/2018 respectively.</p> <p>Nantabulirwa H/C II met 4 times on: 22nd/08/2017; 19th/10/2017; 5th/04/2018 and 21st/06/2018 respectively.</p> <p>Kyung u H/C II met 4 times on: 12th/10/2017; 17th/03/2017; 5th/10/2018 and 24th/05/2018 respectively.</p> <p>Nyanja H/C II met 4 times on: 08/08/2017;26th/12/2017; 08th/03/2018 and 31st/05/2018 respectively.</p>	<p>6</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>There was evidence that Mukono Municipal council publicised all health facilities receiving PHC non-wage recurrent grants, as it was noted that three lists of releases to health facilities with PHC non-wage recurrent figures were pinned on the MHO's notice boards covering quarters 2,3 and 4 (They were not dated).</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>There was evidence that the health sector submitted Input to procurement plan to PDU that covered all investment items in the approved sector annual work plan, as a procurement plan was submitted and incorporated in the general municipality procurement plan (2017 - 2020);</p> <ul style="list-style-type: none"> Health infrastructure projects included in the general procurement plan were as follows; <p>Cleaning and sanitation;</p> <p>Beautification (rubbish bins);</p> <p>Building and facility maintenance-completion of maternity ward;</p> <p>Building construction maintenance and repair (Repair of operation theatre) and Medical equipment.</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>There was evidence that Mukono municipal council submitted procurement request form (Form PP1) to the PDU by the first Quarter of the current FY, as it was noted that one form PPI was submitted and received by PDU on 15th/09/2017 and covered construction of maternity ward at Goma H/C III.</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>A sample of the health payment file indicated that the health sector recommended payments to suppliers in time, for example:</p> <p>-A requisition from Blace Uganda Ltd UGX 1,500,000 for cleaning and maintenance (Mukono Health Centre) submitted on December 31, 2017 was recommended for payment by the PMO on January 8, 2018 (8 days);</p> <p>-A requisition from Total Uganda ugx 1,501,500 for administration fuel in health submitted on 19/9/2017 was recommended by the PMO Principle medical officer on 25/9/2017; and</p> <p>-A requisition from Nsanbya hospital for Mr. Kaggwa maria who collapsed while on duty worth 500,000 submitted on 13/6/2017 was recommended on 6/8/2017 (1 and 25 days).</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>The department submitted the annual performance report and all four quarterly reports to the Planner by mid-July for consolidation as follows: Quarter 1 on 9/10/2017; Quarter 2 on 10/01/2018; Quarter 3 on 6/04/2018 and Quarter 4 on 10/07/2018.</p>	<p>4</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • 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>The LG health sector had audit issues but they were properly responded to in letter by the LG medical officer Dr. Konde Anthony dated 11/12/2017 and these included:</p> <ul style="list-style-type: none"> -Decline in medicine annual budget; -Stock outs of vital drugs; and -Poor disposal of medical waste. 	<p>2</p>
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Social and environmental safeguards

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>There was evidence that Health Unit Management Committee (HUMC) met the gender composition of at least 30% being females, as it was noted that five out of five sampled health facilities compiled with gender requirement as reflected below:</p> <p>Mukono health center IV, HUMC, gender composition was at 33% (2 females out of 7 committee members);</p> <p>Goma Health center III, HUMC, gender composition was at at 50% (3 females out of 6 committee members);</p> <p>Nyanja Health center II, HUMC, gender composition was at at 40% (2 females out of 5 committee members);</p> <p>Kyungu Health center II, HUMC, gender composition was at 33% (2 females out of 6 committee members) and Nantabulirwa Health center II, HUMC, gender composition was at 57% (4 females out of 7 Committee members).</p>	<p>2</p>
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<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> 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>There was evidence that the municipal council issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women, as it was noted that Mukono municipal council issued guidelines on sanitation management to all health facilities and the sanitation guidelines were there in all the health facilities visited (i.e. Mukono Health center IV, Nyanja Health center II, Kyungu Health center II, Goma Health center III and Nantabulirwa Health center II) and all health facilities had their sanitary facilities well labelled “ for men only” and “For women only” .</p> <p>Also in the office of the municipal health officer there was a list of acknowledgement of sanitation guidelines by health unit in charges dated.</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"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>There was evidence that health infrastructure projects were screened before approval for construction, as it was noted that a document titled:</p> <ul style="list-style-type: none"> “ENVIRONMENTAL SCREENING AND SOCIAL MANAGEMENT REPORT FOR THE PROJECT TO BE IMPLEMENTED IN THE FINANCIAL YEAR 2017/2018, was available and a health sector infrastructure project screening was done on phased completion of a 10 bed maternity at Goma H/C III. Key environmental issues were identified and mitigation measures put in place. This document was dated 12th/07/2017, works executed by the Environment officer. 	<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 evidence that the environmental and community development officers visited the sites and checked and checked for compliance with mitigation plans, as it was noted in a document titled:</p> <p>INSPECTION AND MONITORING REPORT FOR ENVIRONMENT AND SOCIAL SAFE GUARD FOR PROJECTS IMPLEMENTED IN THE FINANCIAL YEAR 2017/2018 dated 6th/06/2018, where health sector had phased completion of a 10 bed maternity ward at Goma Health center III, by Senior Environmental Officer together with Senior Community Development Officer.</p>	<p>2</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> 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>There was evidence that the Municipal council issued guidelines on medical waste management, as it was noted that there was an acknowledgment of receipt of National Health Care Waste Management Plan issued by Principal Medical Officer to all the 5 in charges (i.e. in charges of, Mukono Health center IV, Goma Health center III, Nyanja Health center II and Nantabulirwa Health center II signed and acknowledged on the 14th/07/2018. The medical waste management guidelines were also available in all facilities visited.</p>	<p>4</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 	<ul style="list-style-type: none"> • Not Applicable, Municipal water is under NWSC". 	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: <p>Score 15</p> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<ul style="list-style-type: none"> • Not Applicable, Municipal water is under NWSC". 	0
Monitoring and Supervision			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Not Applicable, Municipal water is under NWSC". 	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Not Applicable, Municipal water is under NWSC". 	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<ul style="list-style-type: none"> • Not Applicable, Municipal water is under NWSC". 	<p>0</p>
<p>Procurement and contract management</p>			

<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>• Not Applicable, Municipal water is under NWSC".</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>• Not Applicable, Municipal water is under NWSC".</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	<p>• Not Applicable, Municipal water is under NWSC".</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 contractor handed over all completed WSS facilities: score 2 	<p>• Not Applicable, Municipal water is under NWSC".</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 DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<ul style="list-style-type: none"> Not Applicable, Municipal water is under NWSC". 	0
<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>Not Applicable to this LG, Municipal water was under National Water and Sewerage Corporation.</p>	0
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>Not Applicable, NWSC is in charge of provision of Municipal water.</p>	0
<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>Not Applicable to this LG, Municipal water was under National Water and Sewerage Corporation.</p>	0
<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>Not Applicable, NWSC is in charge of provision of Municipal water.</p>	<p>0</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>Not Applicable, NWSC is in charge of provision of Municipal water.</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Not Applicable, Municipal water is under NWSC". 	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<ul style="list-style-type: none"> Not Applicable, Municipal water is under NWSC". 	<p>0</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<ul style="list-style-type: none"> Not Applicable, Municipal water is under NWSC". 	0
<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 	<ul style="list-style-type: none"> Not Applicable, Municipal water is under NWSC". 	0
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<ul style="list-style-type: none"> Not Applicable, Municipal water is under NWSC". 	0
<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 	<ul style="list-style-type: none"> Not Applicable, Municipal water is under NWSC". 	0

<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 	<ul style="list-style-type: none"> Not Applicable, Municipal water is under NWSC". 	0
<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 	<ul style="list-style-type: none"> Not Applicable, Municipal water is under NWSC". 	0
<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 	<ul style="list-style-type: none"> Not Applicable, Municipal water is under NWSC". 	0
<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<ul style="list-style-type: none"> Not Applicable, Municipal water is under NWSC". 	0