



Local Government Performance Assessment

Namayingo District

(Vote Code: 594)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	54%
Educational Performance Measures	72%
Health Performance Measures	84%
Water Performance Measures	93%

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>Namayingo LG submitted the PC to MoFEP through PBS system on Wednesday 1st August , 2018</p> <p>(Waiver from June 30th to august 1st was done by MoFPED)</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. 	<ul style="list-style-type: none"> • The LG submitted a budget to the MoFEP on Wednesday, August 1, 2018 included a procurement plan 	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 	<ul style="list-style-type: none"> • The LG submitted the Annual Performance Report for the previous FY on 3rd /08/2018, (not as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015) 	<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>LG has submitted the quarterly budget performance report for all the four quarters. Through the PBS system of all quarters are as below:</p> <p>Q1 submitted on 12th/01/2017</p> <p>Q2 submitted on 23rd /03/2018</p> <p>Q3 submitted on 02/07/2018</p> <p>Q4 submitted on 3rd /08/2018</p> <p>The LG submitted the Annual Performance Report for the previous FY on 10/08/2018. Submission was not as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015.</p>	<p>No</p>
<p>Audit</p>			
<p>The LG has provided information to the PS/ST on the status of implementation</p>	<p>From MoFPED's Inventory/record of LG</p>	<p>The LG submitted a Status of</p>	<p>Yes</p>

<p>of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.</p>	<p>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>implementation of Internal Auditor General and Auditor General's findings to the PS/ST as evidenced below;</p> <p>Internal Auditor General</p> <p>The Internal Auditor general status of implementation dated 05 April 2018 addressed to the PS/ST Ref: ADMN/NMGO/105/1 was submitted to PS/ST on 13 April 2018.</p> <p>Auditor General's Report</p> <p>The Auditor General's report dated 11 December 2017 Ref: DLA 46/308/01/17 raised 4 issues;</p> <ol style="list-style-type: none"> 1. Failure to implement Budget as approved by Parliament. 2. Low recovery of Youth Livelihood Program funds 3. Lack of land titles 4. Award of contracts to non-responsive bidders. <p>Status of implementation of the above issues was submitted to MoFPED (PS/ST) on 08 April 2018.</p> <p>Correspondence dated 05 April 2018 Ref: ADMN/NMGO/105/1.</p>
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The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.

The LG had an unqualified audit opinion as per AG's Report.

(Source: Report of the Auditor General to Parliament for FY ended 30 June 2018; Annexure IV; 4.2)

Yes

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was evidence that Namayingo district has a functional Physical Planning Committee (PPC).The Committee consists of 13 people. Letters of appointment of members were available eg a letter dated October 2nd, 2018, signed by Mr. Esau Ekachelan the Chief Administrative Officer (CAO). (under PPA part III sections 9-10)</p> <p>The committee has a plan registration book to register new investments. However the committee sits quarterly to consider/approve plans The LG cannot sit to approve within 30 days as required as the evidence below shows. they can only sit quarterly. see one of their quarterly meetings below;</p> <p>PPC sitting on 17/04/2018</p> <ul style="list-style-type: none"> • Under Min. 06/PPC/04/2018 presentation and approval of plans for Buhemba sub county <ul style="list-style-type: none"> o Plan submission date 10th/ 4/2018 o Plan approval date 11/04/2018 	<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"> • Evidence that district/MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>Namayingo District Physical Planning Committee sits as per the minutes on file. Three (3) sets of minutes were available</p> <p>However, the District did not submit minutes to the MoLHUD</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"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>The district has no Physical Plan, thus no infrastructure investments can be consistent with physical development which is not in place.</p> <p>No plans have been approved following the Physical Plan developed by the district. The committee approves and controls physical developments in the sub counties as per Part V, section 40 of the Physical Planning Act 2010 sub section (1, 2, 3)</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>Action Area Plan was not prepared for the previous FY, the LG has no Physical Plan.</p>	<p>0</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>There was evidence that priorities in the AWP for the current FY are based on the outcomes of Budget conferences. A budget conference for FY 2018/19 was held on October 24th, 2018 at the district Hqs. Priorities in the Budget Conference Report (BCR) for the current FY were as below;</p> <p>Planning page 5 BCR</p> <ul style="list-style-type: none"> • Repair of computers and printers for planning unit • Mentoring LLGs on PBS and its operations <p>Administration page 1 BCR</p> <ul style="list-style-type: none"> • Coordinate, supervise and monitor activities of the district and LLGs • Purchase a double cabin pick up for CAOs office <p>Works and Technical Services page 3 BCR</p> <ul style="list-style-type: none"> • Road works at Bukerekere-Namavundu 5kms • Bulamba to Bumoli 7kms • Bumalenge –Matono 7km <p>Education and Sports; page 3 BCR</p> <ul style="list-style-type: none"> • Inspect and monitor all educational activities including • Disburse capitation grant to 92 beneficiary schools • Carrying out environmental impact assessment in schools 	<p>2</p>

		<p>Health page 2 BCR</p> <ul style="list-style-type: none"> • Staff recruitment (DHO, ADHO,-MCH, SHE, PHI) etc • Rehabilitation of medical stores at Namayingo HCIII <p>Water page 4 BCR</p> <ul style="list-style-type: none"> • Construction of two sanitation facilities • Construction of the District water and Sanitation block phase 2 • Rehabilitation of 20 water sources in s/c • Phased construction of Mutumba piped water system <p>Production page 3 BCR</p> <ul style="list-style-type: none"> • Establish 9 high yielding and disease resistant cassava demonstration sites • Procure soil testing kits for sub county • Set up demonstrations on Small scale irrigation technologies 	
<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>Namayingo district has an approved 5 year Development Plan (2015/16-2019/20. Capital investments in the approved annual work plan for the current FY are derived from the approved five-year development plan as shown below;</p> <p>Water and Sanitation DDP page 99, AWP page 138</p> <ul style="list-style-type: none"> • Drilling of boreholes and rehabilitation AWP page138 and DDP page99 at Buduma, Buhobi, Habagaya, Bugane, Bulyandi, Buchumbadi, Busuma South, Buyombo- Budala South etc. • Quality testing of water sources for 20 old water source page 138 AWP and DDP • Construction 5 stances lined VIP latrines page 137 AWP DDP page • Construction of piped water supply system at Mutumba RGC <p>Community Based Services DDP page 101 , AWP page 154</p> <ul style="list-style-type: none"> • Construction of 2 community learning centres in Buyinja and Banda sub counties page 154 AWP and DDP page101 <p>Works and Technical Services DDP page 93, AWP page</p>	<p>1</p>

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- Community access roads AWP page 133 and DDP page 93
- Urban paved roads maintenance page 133 AWP and DDP page 93

Education and Sports; DDP page 98-99

- Construction of line pit latrines at Golofa, Biisa, and Lolwe Primary schools AWP page 128 and DDP page 98
- Construction and development of Buhemba seed school (SSS) AWP page 130 and DDP page 99

Health DDP page 94 and AWP page 120-121

- Completion of OPD at Buyinja HC IV AWP page 121 and DDP page 94
- Renovation of staff houses at Bumoli HCII AWP page 121 and DDP page 94
- Upgrading Lolwe HCII to HCIII status AWP page 120-121 and DDP 94

Production DDP 89-90 AWP page 109

- Procurement of a generator
- Procurement of 9 digital cameras
- Procurement of 9 soil testing kits
- Procurement of 189 bags of NAROCAS 1 cassava stems
- Purchase of 160 pheromone traps
- Purchase of Hass avocado seedlings
- 90 kgs of improved maize seeds
- 450kgs of BAP and 450 kgs of UREA and pesticide

<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>Namayingo LG developed project profiles for FY 2017/18 dated March, 2018; profiles were presented to TPC and discussed in a meeting held on 20th /03/2018 (TPC Min:06/TPC/03/ 2018). Presentation and discussion of project profiles for FY 2018/19. The profiles seen are elaborate, for all projects and follow the format; they include work plan, M&E strategy, M&E plan, and EIA and mitigation plan.</p>	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>Namayingo LG with support from Uganda Bureau of Statistics compiled a Statistical Abstract FY 2018/19, dated March, 2018. It included gender disaggregated data: male and female, rural and urban population; by Council, district departments and other population segments. (Pages Vii, ix, 4 etc. The Abstract was presented to TPC meeting on March 20th, 2018 under T(TPC Min:06/TPC/03/ 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>From the Annual Budget Performance Report for FY2017/18, all infrastructure projects implemented by the LG were derived from the AWP and budget approved; examples are captured below:</p> <p>Planning (APR pg 90.)</p> <ul style="list-style-type: none"> • Construction of a 5 stance lined pit latrine each at Hama & Kandege Primary School AWP page 56, budget page 37 (at Ushs. – 56,000,000) • Renovation of the District Council Hall AWP pg 56, 	2

budget 37 (at shs 35,000,000)

Water and sanitation (APR pg 68-72)

- Construction of a Water offices Phase 1, AWP pg 47, budget pg 29 (at shs 60,000,000)
- Construction of a one 5-stance lined pit latrine in RGCs at Hama & Mwema –AWP pg47, budget pg 29 (at shs 38,000,000)
- Construction/protection of a spring in Namayuge in Buswale AWP pg 47 , budget pg 29 (at shs 10,000,000)
- Co funding for construction of piped water system in Lolwe East, AWP pg 47 and budget pg 29 (at shs 50,000,000)
- Construction of mini solar piped water system for Mutumba AWP pg 48, budget pg 30 (at shs 30,000,000)
- Laying of pipe line to Kifuyo HC II from mini pipe water system AWP pg 48, budget pg 30 (at shs 2,500,000)

Education (APR page 59-63)

- Construction of 2 classroom blocks at Mwango, Namutaba & Mwema P/S AWP pg 44, budget pg– 22 (shs. 151,050,000)
- Rehabilitation of 2 classroom blocks at Banda P/S – AWP pg 44, budget pg– 22 (shs 4,666,000) not paid
- Construction of a 5-stance lined pit latrine at Majoga, Buchwera, Nasinu & Namayuge P/S 45AWP pg 45– budget pg 22 (at shs 71,520,000)
- Procurement of 115 three seater desks for Buhobi, Banda, Namutaba & Mwema Hill P/s AWP pg 45 and budget pg 22 (at shs. 11,902,000).

Production Department (APR page51)

- Construction of a production offices Phase 1- AWP pg 38 and budget pg 13 (at shs 53,542,806)

<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. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>From the Annual Budget Performance Report for FY2017/18, all investment projects implemented by the LG completed as per work plan by end for FY:</p> <p>Planning (APR pg 90.)</p> <ul style="list-style-type: none"> • Construction of a 5 stance lined pit latrine each at Hama & Kandege Primary School not completed as per work plan • Renovation of the District Council Hall AWP pg 56, budget 37 (at shs 35,000,000). Completed as per work plan <p>Water and sanitation (APR pg 68-72)</p> <ul style="list-style-type: none"> • Construction of a Water offices Phase 1, AWP pg 47, budget pg 29 (at shs 60,000,000) Completed as per work plan • Construction of a one 5-stance lined pit latrine in RGCs at Hama & Mwema –AWP pg47, budget pg 29 (at shs 38,000,000). Completed as per work plan • Construction of 14 deep well and 2 shallow wells and Rehabilitating 19 boreholes , AWP pg and budget pg AWP pg 47 , budget pg 29 (at shs 283,093,000) • Construction/protection of a spring in Namayuge in Buswale, AWP pg 47, budget pg 29 (at shs 10,000,000). Completed as per work plan • Co funding for construction of piped water system in Lolwe East, AWP pg 47 and budget pg 29 (at shs 50,000,000). Completed as per work plan 	
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<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>From the Annual Budget Performance Report 2017/18, not all investment projects were implemented and completed within approved..</p> <p>Education</p> <p>Budget 239,138.000</p> <p>Actual 171,896,000 =73 %</p> <p>Production</p> <p>Budget 53,542,806</p> <p>Actual 47,646,000 =95 %</p> <p>Planning Unit</p> <p>Budget 91,000,000</p> <p>Actual 79,264,000 =87 %</p>	<p>0</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>Expenditure on O&M for infrastructure FY2017/18</p> <p>Budget 35,000,000</p> <p>Actual 26,513,000</p> <p>Expense on O&M was 76% below the 80% required to be spent on infrastructure</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 	<ul style="list-style-type: none"> • The LG has 9 HoDs in its approved structure <p>Of these 5 are substantively filled</p> <p>While 4 are not substantively filled; these positions are;</p> <ul style="list-style-type: none"> o District Natural Resources officer, o District Production and Marketing officer o District Engineer, who are all in acting positions o Head Statutory Bodies who was appointed as Secretary land board and duties of clerk to council were added under the letter dated 12th June 2014. <p>It was reported that the positions above were advertised but did not attract qualified candidates. Letter ref. ADMNI/NMY/160/1 dated 14th Dec 2017 to Public Service requested that positions of DHO, District Engineer, District Production and Marketing Officer and District Natural Resources Officer be filled but letter of ref. ARC/293/05 dated 15/2/2018 cleared only DHO.</p> <ul style="list-style-type: none"> • The details of some HoDs substantively selected are indicated below: <ol style="list-style-type: none"> 1. Mr. Kawere Naay DEO appointed under Min. BDSC/151/2011 and requested by Namayingo District to be appointed DEO in this LG. 2. Ms. Nandudu Betty Mubiita District Community Development Officer appointed on promotion under Min. No NDSC 246/2015(1) 3. Dr. Magola Patrick DHO appointed on promotion under Min. No. NDSC/62/2018 4. Mr. Oguttu Paul Chief Finance Officer appointed on promotion under Min. No. NDSC/40.1/2017 5. Head Administration department is the DCAO whose file is kept at the center. 	<p>0</p>
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<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<ul style="list-style-type: none"> • The performance agreements signed at the beginning of FY 2017/18 and the reports that show appraisal correspond with the HoDs as follows; <ol style="list-style-type: none"> 1. Mr. Oguttu Paul CFO; performance agreement signed on 22nd June 2017 but no report was signed. 2. Dr. Batwala Stephen District Production and Marketing Officer ; Performance agreement signed on 10th July 2017 and the report was signed on 26th July 2018 3. Dr. Magola Patrick DHO; Performance agreement on file but not dated. The report was note on file. 4. Mr. Muganza Emmanuel Acting District Natural Resources Officer; The performance agreement is not on file but there is a performance report signed by CAO Ekachelan Esau on 4th July 2018 5. Mr. Kawere Kaawo Naay DEO; Performance agreement seen on file but not dated. The report was signed on 10th July 2018 6. Ms. Kibwita Grace Nabongho Statutory Bodies; Performance agreement seen and signed by DCAO but not dated. No report on file. 7. Ms. Nandudu Betty Mubiita District Community Development Officer; Performance agreement and report on file. 8. Mr. Kirya Godffrey Acting District Engineer; Performance agreement signed on 1st July 2017 and report was not signed by owner but signed by DCAO on 10th July 2018 9. The DCAO Head of administration is not appraised here. <p>33 percent of HoDs was appraised.</p> 	<p>0</p>
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The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.

Maximum 4 points on this Performance Measure.

• Evidence that 100 % of staff submitted for recruitment have been considered: score 2

• There were different submission lists for recruitment namely;

1. Submission with ref. HRM/NMGO/115/1 dated 15th Sept 2017
2. Submission with ref. CR/159/1 dated 26th Nov 2017
3. Submission with ref. CR/159/1 dated 9th May 2018
4. Submission with ref. CR/159/1 dated 9th April 2018
5. Submission with ref. CR/159/1 dated 16th May 2018

These submissions had various posts which include some of the listed below;

Parish Chiefs

Office Attendants

Agricultural Officer

Procurement Officer

Assistant Town Clerk

Health Inspector and many others.

The minute extracts that show consideration are as follows;

1. Minute number 25/NDSC/2018 dated 18th April 2018
2. Minute No. 32/NDSC/2018 dated 21st May 2018
3. Minute Number NDSC/65/2 dated 25th June 2018

All the posts from the submission lists were advertised as per minutes listed above hence all were considered.

<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 	<ul style="list-style-type: none"> • Evidence from submission list dated 16th Jan 2018 ref. CR/159/1 for confirmation of staff shows that 9 members of staff were recommended for confirmation and these were considered under the corresponding minute extracts. <ol style="list-style-type: none"> 1. Ojambo Dennis porter was considered under Min. No. NDSC/08/2018 2. Wangira James Jimmy Education Assistant III was considered under Min. No. NDSC/36/2018. 3. Birungi Annet porter was considered under Min. No. NDSC/07/2018 4. Nandera Lucy Education Assistant was considered under Min. No. NDSC/37/2018 5. Ochieng Daniel Education Assistant III was considered under minute number NDSC/38/2018 6. Wandera O. Simon Clinical Officer was considered under Min. No. NDSC/05/2018 7. Mangeni Martin planner was considered under Min. No. NDSC/43/2018 8. Wakaleta Robert community development officer was considered under Min. No. NDSC/45/2018 9. Muwumba Irene Enrolled Nurse was considered under Min. No. NDSC/06/2018 	<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 were no submissions for disciplinary actions on file seen. The acting Secretary DSC reported that there were no submissions for disciplinary action for FY 2017/18</p>	<p>1</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<ul style="list-style-type: none"> Evidence from recruited staff lists, minutes of DSC and salary payroll of staff it was established that 30 new staff were recruited and appointed between March and April 2018 <p>Out of these recruited new staff, not all accessed the salary payroll in two months. Examples are;</p> <ol style="list-style-type: none"> Masiga Moses a parish chief was appointed on 21st March 2018 and accessed pay roll of June 2018. This was after 3 months. Agama Robert Education Assistant was appointed on 16th April 2018 accessed salary in June. These are 2 months. Odwori Wilberforce Education Assistant II was appointed on 21st March 2018 and accessed June payroll. This is after 3 months Nabwire Scovia was appointed on 16th April 2018 and accessed payroll of June 2018. This was after 2 months. Awanya Gerald Office attendant was appointed on 16th April 2018 and accessed payroll June 2018 <p>Therefore only 83 percent accessed payroll.</p>	0
<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 	<ul style="list-style-type: none"> Evidence from the retirement staff list and pension payroll shows that there was no pensioner who accessed pay roll in two months. Examples of the retired staff are; <ol style="list-style-type: none"> Okumu Pascal retired on 28th Feb 2018 Nekesa Musana retired on 10th June 2018 Obara Tobias retired on 22nd Feb 2018 Mbalwa Douglas retired on 17th May 2018 Isabirye Fredrick retired on 22nd April 2018 Isabirye Jowazi retired on 12th March 2018 Nalubowa Stemforce Jasper retired 25th May 2018 <p>There 00 percent accessed pensioners payroll.</p>	0
Revenue Mobilization			

<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>The LG registered local revenue (OSR) shs 247,852,577 in FY 2017/18 compared to Shs 113,734,147 in FY 2016/17. This indicated an increase in revenue of Shs 134,118,430. This is a percentage increase of 117.9%. The LG increased OSR by more than 100%.</p> <p><i>Source (Final Accounts 2016/17 & 2017/18)</i></p>	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>Budgeted local revenue was Shs 432,557,000 and the actual revenue collected was Shs 247,852,577. Only 57.3% of the budgeted revenue was collected. Budget realisation was -42.7%.</p>	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>The LG remitted a total of Shs 14,280,500 to LLGs (8 Sub counties and 1 Town Council) out of shs 46,586,250 LST that was collected in the FY 2017/2018.</p> <p>This makes a percentage of 30.7% of Local revenue remitted to LLGs which is very much below the mandated 65%.</p> <p><i>(Source: final accounts 2017/18)</i></p>	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 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>Revenue collected in the FY 2016/17 was Shs 113,734,147 and Council expenses for FY 2017/18 amounted to Shs 63,377,000.</p> <p>Council expenditure compared to Revenue collection is 55.7% which is above the threshold of 20%</p> <p><i>(Source: 2016/17 & 2017/18 final accounts)</i></p>	<p>0</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>Senior Procurement Officer (SPO) position was substantially filled as per the DSC 39th sitting on 28th July 2015 under minute NDSC/305/2015 (iii) in a letter dated 3rd August 2015. The SPO (Kakai Harriet) wrote an acceptance letter on 4th August 2018.</p> <p>Procurement Officer (PO) position was not substantially filled. He was paid salary up to 31st May 2018 as indicated in his last pay certificate dated 16th May 2018 which was on file.</p>	<p>0</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>Technical Evaluation Committee (TEC) produced and submitted reports to the Contracts Committee (CC). For example;</p> <p>Education Sector:</p> <p>i. TEC report dated 30th August 2017 recommended Inter Build Services Ltd for the Construction of a 2 Classroom Block at Mwema Hills in Mutumba S/C (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/00007</i>) at a cost of UGX 50,125,220 inclusive of 18% VAT under SFG. Open Bidding used.</p> <p>ii. TEC report dated 30th August 2017 recommended Jopal Investments & Logistics Ltd for the Construction of a 2 Classroom Block at Namutuba P/S in Buswale S/C (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/00008</i>) at a cost of UGX 50,185,990 inclusive of 18% VAT under SFG.</p> <p>iii. TEC report dated 26th October 2017 recommended Mumago Construction & Technical Engineers Ltd for the Construction of a 5 stance pit latrines with urinal at Nasinu P/S in Town Council (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/000012</i>) at a cost of UGX 21,619,016 inclusive of 18% VAT under SFG.</p> <p>iv. TEC report dated 26th October 2017 recommended Jopal Investments & Logistics Ltd for the Construction of the Construction of a 5 stance pit latrines with urinal at Namayuge P/S in Buswale S/C (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/000013</i>) at a cost of UGX 21,647,926 inclusive of 18% VAT under SFG.</p> <p>Water Sector:</p> <p>v. TEC report dated 26th October 2017 recommended KLR Uganda Ltd under Lot 1: Drillings, installation & Platform Casting of 5 Boreholes under Lot 1 (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/00001b</i>) under Lot 1 at a cost of UGX 96,338,622.</p> <p>vi. TEC report dated 6th September 2017 recommended M/S Reddys Borehole & Technical Services Ltd for the Drillings, installation & Platform Casting of 5 Boreholes under Lot 2 (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/00001a</i>) under Lot 1 at a cost of UGX 94,657, 240.</p> <p>vii. TEC report dated 6th October 2017 recommended M/S Isedha Investments Ltd Construction of the water & Sanitation administrative Block at Namayingo District H/Qs (<i>Proc Ref: NAMA 594 /wrks/2017/2018/0002</i>) at UGX 145,433,,300 under DWSG. Open Domestic Bidding method</p>	<p>1</p>
			<p>1</p>

The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

• Evidence that the Contracts

Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1

Contracts Committee (CC) considered recommendations of the TEC. For example,

Under CC Minute Number 04/03-09/NDCC/2017/18 dated 14th September 2017, CC approved the recommendations of TEC and awarded the contract to Inter Build Services Ltd for the Construction of a 2 Classroom Block at Mwema Hills in Mutumba S/C (*Proc Ref No: NAMA 594 /WRKS/2017-18/00007*) at a cost of UGX 50,125,220 inclusive of 18% VAT under SFG.

Under CC Minute Number 04/03-09/NDCC/2017/18 dated 14th September 2017, CC approved the recommendations of TEC and awarded the contract to Jopal Investments & Logistics Ltd for the Construction of a 2 Classroom Block at Namutuba P/S in Buswale S/C (*Proc Ref No: NAMA 594 /WRKS/2017-18/00008*) at a cost of UGX 50,185,990 inclusive of 18% VAT under SFG.

Under CC Minute Number 05/03-09/NDCC/2017 the CC approved the recommendations of TEC and awarded the contract to Jopal Investments & Logistics Ltd for the Construction of the Construction of a 5 stance pit latrines with urinal at Namayuge P/S in Buswale S/C (*Proc Ref No: NAMA 594 /WRKS/2017-18/000013*) at a cost of UGX 21,647,926 inclusive of 18% VAT under SFG.

• Under CC sitting on 20th November 2018 under Minute Number 04/05-11/NDCC/2017/18 the CC approved the recommendations of TEC and awarded the contract to Mumago Construction & Technical Engineers Ltd for the Construction of a 5 stance pit latrines with urinal at Nasinu P/S in Town Council (*Proc Ref No: NAMA 594 /WRKS/2017-18/000012*) at a cost of UGX 21,619,016 inclusive of 18% VAT under SFG.

Under CC sitting on 14th September 2017 under Minute Number 04/03-09/NDCC/2017/18 the CC approved the recommendations of TEC and awarded the contract to KLR Uganda Ltd under Lot 1: Drillings, installation & Platform Casting of 5 Boreholes under Lot 1 (*Proc Ref No: NAMA 594 /WRKS/2017-18/00001b*) under Lot 1 at a cost of UGX 96,338,622.

Under CC sitting on 14th September 2017 under Minute Number 04/03-09/NDCC/2017/18 the CC approved the recommendations of TEC and awarded the contract to M/S Reddys Borehole & Technical Services Ltd for the Drillings, installation & Platform Casting of 5 Boreholes under Lot 2 (*Proc Ref No: NAMA 594 /WRKS/2017-18/00001a*) under Lot 1 at a cost of UGX 94,657, 240.

Under CC sitting on 2nd February 2018 under Minute Number 04/06-02/NDCC/2018 the CC approved the recommendations of TEC and awarded the contract to

M/S Isedha Investments Ltd Construction of the water & Sanitation administrative Block at Namayingo District H/Qs (Proc Ref: NAMA 594 /wrks/2017/2018/0002) at UGX 145,433,300 under DWSG. Open Domestic Bidding method

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

Maximum 2 points on this performance measure.

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

The current AWP 2018/19 was generated from the PBS on 31st July 2018 at 11:13am. The current Namayingo DLG Annual Procurement Plan for FY 2018/19 was submitted to PPDA in a letter dated 6th September 2018 signed and stamped by the CAO. It also bears a receipt stamp of PPDA & MoLG dated 11th September 2018.

The current approved Procurement plan for FY 2018/19 covered cover all major investments/ infrastructure projects in the current approved and AWP/B for FY 2018/19 that was generated from the PBS. For example,

Output 078180: Classroom Construction & Rehabilitation & payment of retention & Balances: was on page 54 of AWP 2018/19 indicating Mwema Hills P/S, Mwango P/S, & Namutaba P/S estimated at UGX 45,775,000. Its page 3 of Proc Plan 2018/19.

Output 078181: Classroom Construction & Rehabilitation & payment of retention & Balances: was indicated on page 55 of AWP 2018/19 for project sites (Nasinu P/S, Majoga P/S, Buchwera P/S, estimated at UGX 143,000,000.

Output 078280: Classroom Construction & Rehabilitation was on page 56 of AWP 2018/19 indicating Construction and development of Buhemba Seed School in Buhemba S/C estimated at UGX 474,086,000.

Output 078283: Laboratories and Science rooms constructed was on page 56 of AWP 2018/19 indicating Construction of a well-equipped Lab at Buhemba Seed School in Buhemba S/C estimated at UGX 474,086,000.

Output 048104: Community Access Roads Maintenance was on page 62 of AWP 2018/19 indicating supervision of roads works and holding road user committee meetings estimated at UGX 1,038,000.

Output 048158: District Roads Maintenance under URF was on page 64 of AWP 2018/19 indicating 27 bridges and 119km to be maintained estimated at UGX 252,539,000. It is on page 6 of Procurement Plan 2018/19.

Output 048180: Rural Roads constructed & Rehabilitated under URF was on page 64 of AWP 2018/19 indicating rural districts & CARs constructed and maintained estimated at UGX 15,509,000. It is on page 6 of Procurement Plan 2018/19.

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Output 048151: Community Access Roads Maintenance was on page 62 of AWP 2018/19 indicating 44 bottlenecks removed from CARs estimated at UGX 184,429,000.

Output 088180: Health Centre Construction & Rehabilitation was on page 50 of AWP 2018/19 indicating HCIII facilities constructed & rehabilitated & status achieved. Construction & development of Lolwe HCII to HCIII status estimated at UGX 390,000,000. Not in procurement plan because of new IPFs that came after PPDA approved. New IPFs affected Education Seed school & Health unit construction & upgrading.

- Output 088181: Staff Houses Construction & Rehabilitation was on page 50 of AWP 2018/19 indicating Staff houses accommodation. Bumoli HCIII staff houses renovated estimated at UGX 40,000,000.

- Output 098180: Construction of Public Latrines at RGC was on page 68 of AWP 2018/19 indicating 15 number of 5 stance lined VIP latrines constructed & training of WUCs & Payment of retention fees & balances for FY 2017/18 estimated at UGX 33,572,000.

- Output 098183: Borehole drilling & Rehabilitation was on page 69 of AWP 2018/19 indicating environment screening for drilled water sources, supervision & monitoring of boreholes, water quality testing for 80 old water sources estimated at UGX 324,232,000. It is on page 7 of procurement Plan 2018/19.

Note: Infrastructure projects under the Sub County level were on page 10-15 of the procurement plan 2018/19.

<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>The current Namayingo DLG Annual Procurement Plan for FY 2018/19 was submitted to PPDA in a letter dated 6th September 2018 signed and stamped by the CAO. It also bears a receipt stamp of PPDA & MoLG dated 11th September 2018. It had a total of 42 infrastructure projects of which only 3 bid documents had bid documents prepared by 30th August 2018. Therefore, the percentage was calculated to be 7.143% which was less than 80% required by the LGPA manual of June 2018.</p> <p>The rest of the bid documents were still under preparation and not yet approved by the contract committee.</p>	<p>0</p>
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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

The current contract register was updated with all complete procurement activity files for all procurements made in FY 2017/18. It had projects for FY 2016/17 only.

It had columns indicating the Procurement Reference number, Project description, Contracts committee sanction minute, service provider for that item, address of service provider, contract sum, date of award of contract.

For example, from a sample of 5 projects below included in the contracts register;

Construction of a 2 Classroom Block at Mwango P/S in Lolwe Island (*Proc Ref: Nama/594/wrks/2017/2018/0006*) under SFG was on page 8 of the procurement plan 2017/18.

Construction of a 2 Classroom Block at Mwema Hills P/S in Mutumba S/C (*Proc Ref: Nama/594/wrks/2017/2018/00007*) under SFG was on page 8 of the procurement plan 2017/18.

Construction of a 2 Classroom Block at Namutaba P/S in Buyinja S/C (*Proc Ref: Nama/594/wrks/2017/2018/0008*) under SFG was on page 9 of the procurement plan 2017/18.

Construction of a 5 Stance Pit Latrine at Buchwera P/S in Buyinja S/C (*Proc Ref: Nama/594/wrks/2017/2018/00010*) under SFG was on page 9 off the procurement plan 2017/18.

Construction of a 5 Stance Pit Latrine at Majogo P/S in Buhemba S/C (*Proc Ref: Nama/594/wrks/2017/2018/00011*) under SFG was on page 9 off the procurement plan 2017/18.

Construction of a 5 Stance Pit Latrine at Nasinu P/S in Namayingo Town Council (*Proc Ref: Nama/594/wrks/2017/2018/00012*) under SFG was on page 9 off the procurement plan 2017/18.

Construction of a 5 Stance Pit Latrine Namayuge P/S in Buswale S/C (*Proc Ref: Nama/594/wrks/2017/2018/00013*) under SFG was on page 9 off the procurement plan 2017/18.

Works & technical Services:

Periodic Maintenance of district roads under the Force on Account. (*Proc Ref: Nama/594/wrks/2017/2018/000*) under URF was on page 10 off the procurement plan 2017/18.

Routine Road Maintenance of district roads under the Force on Account. (*Proc Ref: Nama/594/wrks/2017/2018/000*) under URF was on

page 10 off the procurement plan 2017/18.

Water sector projects:

Drilling, Installation and Platform Casting of 10 deep Boreholes under DWSG (*Proc Ref: Nama/594/wrks/2017/2018/0001*) under DWSG was on page 10 off the procurement plan 2017/18. Open Bidding method.

Sitting & Drilling supervision of 10 deep Boreholes under DWSG (*Pro Ref: Nama/594/wrks/2017/2018/00001*) under DWSG was on page 10 off the procurement plan 2017/18. Selective Bidding method.

Construction of the water & Sanitation administrative Block (*Proc Ref: Nama/594/wrks/2017/2018/0002*) under DWSG was on page 10 off the procurement plan 2017/18. Open Domestic Bidding method.

- Construction of a 5 Stance Pit Latrine with Urinals at Lufudu RGC (*Proc Ref: Nama/594/wrks/2017/2018/00017a*) under DWSG was in the procurement plan 2017/18.

Planning Unit projects:

Construction of a 5 Stance Pit Latrine Hama P/S in Lolwe Island S/C (*Proc Ref: Nama/594/wrks/2017/2018/000*) under DDEG was on page 12 off the procurement plan 2017/18.

Construction of a 5 Stance Pit Latrine Kandege P/S in Lolwe Island S/C (*Proc Ref: Nama/594/wrks/2017/2018/000*) under DDEG was on page 12 off the procurement plan 2017/18.

Renovation of the court Hal building at the Namayingo District H/Qs (*Proc Ref: Nama/594/wrks/2017/2018/000*) under DDEG was on page 12 off the procurement plan 2017/18.

Production Sector:

Construction of Production & Marketing Office Block at Namayingo District H/Qs (*Proc Ref: Nama/594/wrks/2017/2018/0005*) Phase 2u Under the Production & Marketing Grant (PMG) was on page 7 of the procurement plan 2017/18. Open Bidding method.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): <p>score 2.</p>	<p>Namayingo District LG adhered to the procurement thresholds. For example, from the sampled projects below, indicated compliance with the procurement thresholds & method of procurement.</p> <p>SFG projects below was under Open bidding:</p> <ul style="list-style-type: none"> • Construction of a 2 Classroom Block at Mwango P/S in Lolwe Island (<i>Proc Ref: Nama/594/wrks/2017/2018/0006</i>) under SFG was on page 8 of the procurement plan 2017/18. <p>SFG projects below were under Selective bidding</p> <ul style="list-style-type: none"> • Construction of a 2 Classroom Block at Mwema Hills P/S in Mutumba S/C (<i>Proc Ref: Nama/594/wrks/2017/2018/00007</i>) under SFG was on page 8 of the procurement plan 2017/18. <p>Construction of a 2 Classroom Block at Namutaba P/S in Buyinja S/C (<i>Proc Ref: Nama/594/wrks/2017/2018/0008</i>) under SFG was on page 9 of the procurement plan 2017/18.</p> <p>Construction of a 5 Stance Pit Latrine at Buchwera P/S in Buyinja S/C (<i>Proc Ref: Nama/594/wrks/2017/2018/00010</i>) under SFG was on page 9 off the procurement plan 2017/18.</p> <p>Construction of a 5 Stance Pit Latrine at Majogo P/S in Buhemba S/C (<i>Proc Ref: Nama/594/wrks/2017/2018/00011</i>) under SFG was on page 9 off the procurement plan 2017/18.</p> <p>Construction of a 5 Stance Pit Latrine at Nasinu P/S in Namayingo Town Council (<i>Proc Ref: Nama/594/wrks/2017/2018/00012</i>) under SFG was on page 9 off the procurement plan 2017/18.</p> <p>Construction of a 5 Stance Pit Latrine Namayuge P/S in Buswale S/C (<i>Proc Ref: Nama/594/wrks/2017/2018/00013</i>) under SFG was on page 9 off the procurement plan 2017/18.</p>	
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<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>Not all works projects implemented in the previous FY 2017/18 were appropriately certified. Interim and completion certificates were on file or attached to the payment vouchers on file in finance and user departments.</p> <p>For example, the following projects did not have interim or completion certificates based on technical supervision.</p> <p>Construction of a 5 Stance Pit Latrine at Buchwera P/S in Buyinja S/C (<i>Proc Ref: Nama/594/wrks/2017/2018/00010</i>) under SFG.</p> <p>Construction of a 5 Stance Pit Latrine Namayuge P/S in Buswale S/C (<i>Proc Ref: Nama/594/wrks/2017/2018/00013</i>) under SFG.</p> <p>However, there was a completion certificate dated 9th April 2018 for the following SFG projects</p> <p>Construction of a 2 Classroom Block at Mwango P/S in Lolwe Island S/C (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/00006</i>) under SFG.</p> <p>Construction of a 2 Classroom Block at Mwema Hills in Mutumba S/C (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/00007</i>) under SFG.</p> <p>Construction of a 2 Classroom Block at Namutuba P/S in Buswale S/C (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/00008</i>) under SFG.</p> <p>There was a completion certificate dated 2nd July 2018 for the;</p> <p>Construction of a 5 stance pit latrines with urinal at Nasinu P/S in Town Council (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/000012</i>) under SFG.</p> <p>There was a completion certificate dated 16th July 2018 for the following DWSG projects under the water sector signed by the Borehole Maintenance Officer & District Water Officer;</p> <p>Under Lot 1: Drilling, installation & Casting of 5 Boreholes under Lot 1 (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/00001a</i>).</p> <p>Under Lot 2: Drilling, installation & Casting of 5 Boreholes under Lot 2 (<i>Proc Ref No: NAMA 594 /WRKS/2017-18/00001b</i>).</p>	
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<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> 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>Site Boards specifications for all infrastructure projects in FY 2018/19 did not indicate contract values. For example, the BoQs and site boards did not included actual contract values.</p> <p>i. Under Lot 1: Drillings, installation & Casting of 5 Boreholes under Lot 1 (Proc Ref No: NAMA 594/WRKS/2017-18/00001a)</p> <p>ii. Under Lot 2: Drillings, installation & Casting of 5 Boreholes under Lot 2 (Proc Ref No NAMA 594 /WRKS/2017-18/00001b).</p> <p>iii. In Education sector, the SFG projects in Namayuge P/S in Buswale S/C, Namutuba P/S in Buswale S/C, Buchwera P/S in Buyinja S/C, Mwema Hills in Mutumba S/C, Majoga P/S, Nasinu P/S in Town Council, and Mwango P/S.</p> <p>iv. Under Planning Sector, the DDEG projects i.e Construction of 5 stance lined pit latrine in Kandege P/S & Hama P/S in Lolwe Island S/C.</p> <p>v. Under Production & Marketing Sector, the PMG project on Construction of production & marketing office block Phase 2.</p> <p>Therefore, the actual contract value was not displayed on the site boards.</p>	<p>0</p>
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Financial management

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The LG maintained a total of 16 Bank Accounts. BRS were done on time as shown by the samples taken;</p> <p>1. NAMAYINGO DLG GENERAL FUND A/C- Centenary Bank</p> <p>A/c No. 4610500138</p> <p>1. July 2017 was reconciled on 07 Aug 2017</p> <p>2. Feb 2018 reconciliation was done on 9 March 2018</p> <p>3. April 2018 reconciliation was done on 5 May 2018</p> <p>4. June 2018 reconciliation was done on 10 July 2018.</p> <p>2. NAMAYINGO DLG EDUCATION A/C-Centenary Bank</p> <p>A/c No- 3100029516</p> <p>1. 31 July 2017 was reconciled on 07 Aug 2017</p> <p>2. Dec 2017 reconciliation was done on 05 Jan 2018</p> <p>3. March 2018 reconciliation was done on 05 April 2018</p>	<p>4</p>
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4. June 2018 reconciliation was done on 11 July 2018

3. NAMAYINGO DLG SOCIAL DEVELOPMENT A/C-
Stanbic Bank

A/c No.- 9030013143020

1. August 2017 reconciliation was done on 27 Sept 2017

2. November 2017 reconciliation was done on 11 Dec
2017

3. Jan 2018 reconciliation was done on 22 Feb 2018

4. May 2018 reconciliation was done on 13 June 2018

4. NAMAYINGO DLG HEALTH A/C- Centenary Bank

A/c No.- 3100029517

1. July 2017 reconciliation was done on 09 Aug 2017

2. October 2017 reconciliation was done on 09 Nov
2017

3. June 2018 reconciliation was done on 11 July 2018

4. July 2018 reconciliation was done on 10 Aug 2018

5. NAMAYINGO DLG WORKS AND WATER A/C-
Centenary Bank

A/c No.- 3100029515

1. July 2017 reconciliation was done on 15 Aug 2017

2. Oct 2017 reconciliation was done on 27 Nov 2017

3. Feb 2018 reconciliation was done on 14 March 2018

4. June 2018 reconciliation was done on 05 July 2018

All BRS were signed by the CFO as required by the LG
Financial and Accounting Manual 2007 Part VI Sec 73.
Reconciliations were up to date for the assessment.

<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY <ul style="list-style-type: none"> – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>The LG made timely payments to suppliers during FY 2017/2018 as evidenced by the sample below;</p> <p>Mangeni Mathias (Shs 51,657,900) for House to house polio immunisation</p> <p><i>Payment process,</i></p> <p>Requisition- 21 Aug 2017 Certified by DHO- 21 Aug 2018 Approved by CFO- 21 Aug 2018 Paid -26 Aug 2018 (Vr No. 1358)</p> <p>Isendha Investments Limited for construction of District water and sanitation office upto foundation slab. Procurement No. Nama/594/wrks/2017-18/0002 (Shs 21,698,605) dated 18 October 2017</p> <p><i>Payment process;</i></p> <p>Requisition- 11 April 2017 Certified by DWO- 11 April 2018 Approved by CFO-16 April 2018 Paid- 16 April 2018 (Vr No. 243)</p> <p>Wangi General Ennterprises Limited (shs. 18,751,305) Procurement No. Nama/594/Wrks/17-18/00011 for construction of 5 stances VIP latrine at Majoga Primary School.</p> <p><i>Payment process;</i></p> <p>Requisition- 14 May 2018 Certified by DEO – 16 May 2018 Approved by CFO- 17 May 2018 Paid- 17 May 2018 (Vr No. 2912)</p> <p>Kyobanyakyo General Enterprises Limited for supply of 88 desks to Namutaba, Mwema and Buhobi Primary Schools.</p> <p><i>Payment process;</i></p> <p>Requisition- 27 June 2018 Certified by DEO – 28 June 2018 Approved by CFO- 29 June 2018 Paid- 17 May 2018 (Vr No. 3192)</p> <p>The sampled suppliers did not have a clause on payment terms in their contracts. Therefore, a time frame of 2 months after requisition was considered.</p>
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<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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>In a letter dated 22 June 2017 the CAO assigned the duty of District Internal Auditor to Oundo Samuel Maganga for 6 months effective 1 July 2017. However when the 6 months elapsed the agreement/contract was not renewed for the period of January to June 2018.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Internal Audit had all the reports for the four quarters.</p> <p><i>Quarter 1 report Ref: Aud/252/7 dated 12 October 2017 received by;</i></p> <ol style="list-style-type: none"> 1. PAC on 23 Jan 2018, 2. Directorate of Internal Audit on 19 Jan 2018 <p><i>Quarter 2 report Ref: Aud/252/7 dated 12 Jan 2018 received by;</i></p> <ol style="list-style-type: none"> 1. Directorate of Internal Audit on 19 Jan 2018 <p>Internal Audit had all the reports for the four quarters.</p> <p>Quarter 1 report Ref: Aud/252/7 dated 12 October 2017 received by Directorate of Internal Audit on 19 Jan 2018</p> <p>Quarter 2 report Ref: Aud/252/7 dated 12 Jan 2018 received by Directorate of Internal Audit on 19 Jan 2018</p> <p>Quarter 3 report Ref: Aud/252/7 dated 13 April 2018 received by Directorate of Internal Audit on 12 June 2018</p> <p>Quarter 4 report Ref: Aud/252/7 dated 12 July 2018 received by Directorate of Internal Audit on 31 August 2018</p> <p><i>References to Internal Audit meeting minutes.</i></p> <p>There were no Internal Audit meeting minutes availed for review..</p>	<p>2</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The LG did not provide information to the Council and the LG PAC on the status of implementation of internal audit findings because Pac did not review all the reports in order to provide recommendations to implement.</p> <p>PAC Secretary attributes this to the absence of PAC for a long time. By the time PAC was established it had a Back log.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>All internal Audit reports for FY 2017/2018 were submitted to LG PAC as elaborated below;</p> <p><i>SUBMISSION TO LGPAC</i></p> <p>Quarter 1- 23 Jan 2018. Quarter 2- 23 Jan 2018 Quarter 3- May 2018 Quarter 4- 11 Aug 2018</p> <p><i>SUBMISSION TO CAO/ACCOUNTING OFFICER</i></p> <p>Quarter 1- 11 Jan 2018. Quarter 2- 11 Jan 2018 Quarter 3- 13 April 2018 Quarter 4- 12 July 2018</p> <p><i>In reference to LG PAC minutes;</i></p> <p>PAC did not review the quarterly reports as evidenced from the Minute file without any minute discussing Quarterly reports. The LG was established last FY therefore, they had a back log to clear before tackling new issues as explained by the Secretary to PAC.</p>	<p>0</p>

<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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 maintains an assets register but it is not updated. The assets have no date of acquisition, most assets lack costs attached and the land schedule is missing. The format used by the LG is not the one required by the form AC 33 (a), (b), (c) in the Accounting Manual.</p>	0
<p>The LG has obtained an unqualified or qualified Audit opinion 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>The LG had an unqualified audit opinion as per AG's Report. (Source: Report of the Auditor General to Parliament for FY ended 30 June 2018; Annexure IV; 4.2)</p>	4
<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 District Council sitting on 31st/01/2018: under Min. 05/01/NDC/2018; discussed and approved of the draft District Food Security Ordinance 2017.</p> <p>Min.07/01/NDC/2018; Laying of PAC report as of 30th/06/2017, Internal Audit reports for 1st and 2nd quarter FY 2017/18</p> <p>Min.08/01/NDC/2018 Discussion of schools performance in PLE results 2017</p> <p>Min.10/01/NDC/2018; Presentation of committee reports ie; Finance planning, investment and administration; social services and water, works and technical services.</p> <p>Council sitting on 29th /03/NDC/2018; Min. 06/3/NDC/2018; Proposal to UNRA to take on Maruba road from Namayingo District</p> <p>Min. 07/3/NDC/2018; Proposal to have Bukana community Secondary school as a government aided school</p> <p>Council sitting on 29th /06/2018 under Min.04/6/NDC/2018; Presentation and discussion of the Finance, planning, investment and administration report.</p> <p>Council sitting on 11th/05/2018, Min.06/5/NDC/2018; presentation and approval of the budget estimates of revenue and expenditure for FY 2018/19 alongside with the procurement, recruitment plan and revenue enhancement plan.</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>Namayingo District CAO has appointed a staff Mr Mangeni Martin the Planner - Namayingo DLC to coordinate response to feedback/ grievance /complaints) from citizens and responded to feedback and complaints. A letter dated April 2nd, 2018; Signed by the DCAO Mr Kutosi Kassim was available on file.</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. A register/file is kept by the feedback manager. Issues received and sorted, channeled to responsible departments or offices for response. This function has been enhanced with recruitment of a new communications officer.</p> <p>She has taken on some issues and is developing a plan with departments including operationalizing the communication strategy and clients charter.</p>	1
<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>Namayingo District LG has published information on noticeboard ie, LG staff payroll (August and September, 2018), invoice register-pensioner payment schedule (August, September (2018)).</p>	2
<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, awarded contracts and amounts, best evaluated bidders, pre-qualification list and framework contract 2018/2019 are well displayed on public noticeboards</p>	1
<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>Namayingo DLG performance assessment results and implications for FY 2016/17 are published to the citizens.</p> <p>The district senior management sat on 3rd /09/2018 and CAO presented the LGPA 2016/17 results under minute Min.0 7/ TPC/03/2018. Namayingo DLG got 47% overall score.</p> <p>Senior management resolved that the LG should make good preparations for the next LGPA 2017/2018 through Mock Assessment.</p>	1

<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 eg Budget call circular FY 2018/19 was circulated to Senior Assistant Secretaries (SAS) by the planer through emails, letters from the CAO and meetings eg. A letter dated 16th July, 2018 to accounting officers for FY 2018/2019 by the CAO Ms Loyce Nambozo.</p> <p>In a Senior management meeting of 23/05/2018 Min. 06/TPC/07/2018; presentation and discussion of recommendations from external assessment by OPM. Another meeting where policies and guidelines were disseminated : Date 26th/6/2018 MIN. 03/TPC/06/2018: There were TPC meetings attended by HoDs, Units, TCs, and SAS from sub counties) disseminated guidelines included:</p> <ul style="list-style-type: none"> - Guidelines and IPF for FY 18/19 - Key policy issues regarding budgeting FY 2018/19 - Indicative planning figures (Departments and LLGs) <p>DDEG guidelines were also disseminated in TPC meetings and by email, also on noticeboards (how the grant should be spent, eligibility and ineligible areas, percentage allocation</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 in the previous FY did not conduct discussions with citizens. Only health related meetings like Rotha Virus Immunization campaign, MoH officials came from Kampala.</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>Gender focal person (GFP) & DCDO provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities. For example,</p> <p>Report on the Presentation to district Technical Planning Committee on the low number of female teachers in 15 school on the Islands submitted to CAO dated 14th May 2018 and stamped by the district central registry on 15th May 2018. This was based on a survey conducted on the island schools in April 2017 in the sub counties of Sigulu, Lolwe & Bukana. Min: 09/TPC/05/2018 which took place on 23rd May 2018: Presentation on gender issues. The issues raised included, lack of private rooms for girls to change during MPs. Inadequate female teachers in island schools, school dropouts, low enrolment for girls, teenage pregnancy.</p> <p>Report on the mentoring and Dissemination of gender materials & information e.g, National Policy on Elimination of GBV in Uganda, The Children's Act 2016, to LLGs. Report was dated 21st February 2018 by the SPWO & DCDO. Purpose was to enable the CDOs get acquainted with the information concerning gender issues & how to mainstream issues of gender in their day-to-day activities.</p> <p>Report on training of women leaders on HIV&AIDS prevention, care, treatment and Social support dated 13th October 2017 by the Senior Probation and Welfare Officer.</p>	
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The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability

and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2.

In the AWP for FY 2018/19 indicated that Namayingo district LG gender focal point and CDO planned 2 activities for current FY 2018/19 to strengthen women's roles and address vulnerability and social inclusion. Activities included

Under Output 108107: Gender mainstreaming within the AWP 2018/19 generated on 31st July 2018 at 11:13am on page 792 of AWP 2018/19 estimated UGX 157,918,000 community based service (CBS) department planned for the following; (i) Conduct mentoring sessions & dissemination of gender materials to LLGs and produce reports; (ii) Conduct 1 day training of district leaders on GBV; and (iii) Training, mentoring and sensitization of stakeholders on gender issues on page 79 of AWP 2018/19.

Under output 108108: Children & Youths services, identification of OVC and link them to social services of health, education on page 80 of AWP 2018/19

Under output: 108109: support to youths councils. Training of youths leaders on their roles & responsibilities on page 80 of AWP 2018/19

Under output: 108114: Representation of Women Council. Workshops and seminars.

However, from the End of Year Financial Statements Final as at 30th June 2018 submitted to OAG in a letter dated 30th August 2018 signed and stamped by CAO and bears a receipt stamp of OAG dated 31st August 2018 indicated that out of the total expenditure of UGX 147,178,221 less the General staff salaries of UGX 111,344,000 in FY 2017/18 for CBS, only UGX 35,834,221, was spent on gender activities/vulnerability/social inclusion (24.35%) which was less than 90%.

<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>Records on files from a sample of 5 projects below showed that the all projects were screened by the Senior Environment Officer (SEO) using ESSF forms all signed and stamped by the Senior Environment Officer (SEO). The sampled five (5) infrastructure project screened and have ESMP are;</p> <p>Works:</p> <p>i. EIA dated 13th April 2018 signed and stamped by the District Environment Officer was on file for Butajja-Sinde and Lwangosia-Lunyo Road.</p> <p>ii. EIA dated 17th February 2018 signed and stamped by the District Environment Officer only was on file for Sub County Roads.</p> <p>iii. EIA dated 31st January 2018 signed and stamped by the District Environment Officer only was on file for the 8 Town Council Roads i.e Namahuhuni 3.4km, Nadianga 1.3km, Namugutu 2.2km, Kefa 0.6km, Hasibiro 0.4km, Magoba 0.6km, and Debe.</p> <p>iv. EIA dated 20th January 2018 signed and stamped by the District Environment Officer only was on file for Sub County Roads namely; (i) Namuwombi-Gondohera Road 3km (Sinde parish); and (iii) Bujundira-Jinja-Bulundira Landinng Site 2.5km (Buhemda Parish)..</p> <p>Education Sector:</p> <p>vi. ESSF for SFG project in Namayuge P/S in Buswale S/C, Namutuba P/S in Buswale S/C, Buchwera P/S in Buyinja S/C, Mwema Hills in Mutumba S/C, Majoga P/S, Nasinu P/S in Town Council, and Mwango P/S dated 7th December 2018. ESMP stamped by EO, SCDO and DEO on 7th December 2017 was on file.</p> <p>Health Sector:</p> <p>There was no infrastructure projects undertaken by the health sector in FY 2017/18.</p> <p>Water Sector:</p> <p>vii. Screening form (ESSF) dated 18th October 2017 for drillings and installation of 12 Boreholes on the main land and islands. Purpose was to assess environment suitability of the projects and to recommend suitable mitigation measures. ESMP was on file.</p>	1
<p>LG has established and maintains a functional</p>	<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management and 	<p>Namayingo District LG did not integrated environmental and social management and health and safety plans in the contract bid documents/BoQs. For example, the 5 sampled bid documents/BoQs for all infrastructure</p>	0

system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

health and safety plans in the contract bid documents: score 1

projects listed below did not have environmental, social, health and safety issues and mitigation measures incorporated and budgeted for yet some of them had been screened using ESSF by the SEO and subsequently, the Environment and Social Management Plans (ESMPs) were developed for each infrastructure project in FY 2017/18.

Education Sector:

i. Construction of a 2 Classroom Block at Mwango P/S in Lolwe Island S/C (Proc Ref No: NAMA 594 /WRKS/2017-18/00006) at a cost of UGX 68,570,390 inclusive of 18% VAT under SFG.

ii. Construction of a 2 Classroom Block at Mwema Hills in Mutumba S/C (Proc Ref No: NAMA 594 /WRKS/2017-18/00007) at a cost of UGX 50,125,220 inclusive of 18% VAT under SFG.

iii. Construction of a 2 Classroom Block at Namutuba P/S in Buswale S/C (Proc Ref No: NAMA 594 /WRKS/2017-18/00008) at a cost of UGX 50,185,990 inclusive of 18% VAT under SFG.

iv. Construction of a 5 stance pit latrines with urinal at Nasinu P/S in Town Council (Proc Ref No: NAMA 594 /WRKS/2017-18/000012) at a cost of UGX 21,619,016 inclusive of 18% VAT under SFG.

v. Construction of a 5 stance pit latrines with urinal at Buchwera P/S in Buyinja S/C (Proc Ref No: NAMA 594 /WRKS/2017-18/000010) at a cost of UGX 20,905,942 inclusive of 18% VAT under SFG.

vi. Construction of a 5 stance pit latrines with urinal at Namayuge P/S in Buswale S/C (Proc Ref No: NAMA 594 /WRKS/2017-18/000013) at a cost of UGX 21,647,926 inclusive of 18% VAT under SFG.

vii. Construction of a 5 stance pit latrines with urinal at Namayuge P/S in Buswale S/C (Proc Ref No: MAYU 535 /WRKS/2017-18/00011) at a cost of UGX 21,647,926 inclusive of 18% VAT under SFG.

However, only contract BoQs for infrastructure projects under the Water Sector had environment, social health and safety mitigation measures e.g

viii. Under Lot 1: Drillings, installation & Casting of 5 Boreholes under Lot 1 (Proc Ref No: NAMA 594/WRKS/2017-18/00001a) included Environment protection of the site. In addition, Item 3.4 Provision sum for supply and planting of grafted fruit seedlings of 0.5m high around source & communities (100 seedlings per source) estimated at UGX 2 million. Item 3.5 indicated plant Paspalum around apron and drainage and other landscaping requirements as directed by client (10mx6m) estimated at UGX 450,000.

ix. Under Lot 1: Drillings, installation & Casting of 5 Boreholes under Lot 1 (*Proc Ref No: NAMA 594/WRKS/2017-18/00001b*) included Environment protection of the site e.g item 3.5 indicated plant Pasperlum around apron and drainage and other landscaping requirements as directed by client (10mx6m) estimated UGX 600,000.

Conclusion:

The district Engineer & the Engineering Assistant (MoES) should make use of the ESMP developed by the SEO to incorporate the environmental and social management and health and safety plans in the contract bid documents/BoQs. The environment officer and CDO should cost the mitigation measures indicated in the ESMP to inform the process of budgeting for mitigation measures by the sectors/ user departments.

<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><u>Not all</u> infrastructure projects were implemented on land where the LG has proof of ownership (e.g. a land title, agreement, MoU etc..). For example, there was no evidence on file showing proof for the following projects;</p> <p>The SFG projects in schools which belong to religious founding bodies. For example, Namayuge P/S in Buswale S/C belongs to CoU, Namutuba P/S in Buswale S/C, Buchwera P/S in Buyinja S/C belongs to CoU, Mwema Hills in Mutumba S/C belongs to CoU, Nasinu P/S in Town Council belongs to CoU.</p> <p>However, Water sector had MoUs on file for water projects (Boreholes drilled and installed) on land where boreholes were drilled, installed and platforms cast within the communities.</p>	<p>0</p>
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p><u>Not all</u> completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO.</p> <p>However, the following project were certified and had the Environment Compliance Monitoring/ Environment Audit Report on implementation of mitigation measures of SFG project FY 2017/18 dated 20th Feb 2018 signed by the District Environment Officer and District Natural Resource Officer but not CDO was on file. The SFG projects are in Namayuge P/S in Buswale S/C, Namutaba P/S in Buswale S/C, Buchwera P/S in Buyinja S/C, Mwema Hills in Mutumba S/C, Majoga P/S, Nasinu P/S in Town Council, and Mwango P/S.</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 the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>Records on file indicated that the contract payment certificate included prior environmental and social clearance signed by the SEO and CDO. The sample of 5 projects listed below were certified by SEO & CDO.</p> <p>The Water Lot 1 & Lot 2 under DWSG and schools under SFG had environment certification forms by SEO & CDO.</p> <p>The SFG projects are in Namutaba P/S in Buswale S/C, Buchwera P/S in Buyinja S/C, Mwema Hills in Mutumba S/C, and Mwango P/S.</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. <p>Score: 1</p>	<p>Records on file did not have monthly report by SEO and CDO including: a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. There was no Progress reports on the implementation of mitigation measures on Capital Development Projects signed and stamped on files by the Environmental Officer and CDO in FY 2017/18.</p>	<p>0</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>LG 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. As presented on PBS, the current FY 2018/2019 total number of teachers was 764 with a wage bill provision of UGX 6,772,048,261, Actual spent UGX1,693,012,065, Balance UGX 5,64,337,355</p>	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>LG 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.</p> <p>As the 5 sampled schools, It was observed that same teachers as indicated in the staff lists at the district were actually deployed in the schools. For example: Busiro Church of God P/S were 12 teachers, Band P/S 15 teachers observed, Lwangosia P/S were 11 teachers, Genguluho teachers were 10 teachers and Namayingo were 16 teachers.</p>	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>LG filled the structure for primary teachers with Wage bill provision of UGX 6,772,048,261 ,</p> <p>Actual wage expenditure UGX 1,693,012,065</p> <p>Wage bill provision UGX 5,64,337,355</p> <p>It was observed on file that head teachers available were 77, required 87 and gap 10. Deputy head teachers that were available 80 required 87 and gap 7. Senior Education assistants available 132 required 138 gap 6. Education assistants available were 1048 required 1102 gap 54.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>LG filled all positions of school inspectors as per staff structure, where there is a wage bill provision as presented in the PBS system.</p> <p>As indicated on file, Education department has two inspectors according to the structure that included Maloba Thomas and Ouma Godfrey Hasibante. That were appointed on the following dates</p> <p>Maloba Thomas appointed on promotion on 28th /06/2017 Under DSC Article 200(i) under minute number NDSC 40.10/2017 as inspector of schools.</p> <p>Ouma Godfrey Hasibante appointed on promotion under the constitution of Uganda 1995 article 200(i) under minute number NDSC 40.9/2017 as senior inspector of schools.</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>LG Education department didn't submit recruitment plan to HRM for the current FY 2018/2019 to fill positions of primary teacher's</p>	<p>0</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>LG Education department didn't submit recruitment plan to HRM for the current FY 2018/2019 to fill positions of inspectors</p>	<p>0</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 	<ul style="list-style-type: none"> • There are two school inspectors and all were appraised. These are; <ol style="list-style-type: none"> 1. Mr. Magala Thomas <p>Inspector was appraised by DEO on 30th June 2018</p> <ol style="list-style-type: none"> 2. Mr. Ouma Godfrey <p>Senior Inspector was appraised by DEO on 31st Dec 2017</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>There was no evidence on personal files of Head teachers showing any appraisal. There was no performance agreement or Report signed with the Sub County Chiefs.</p> <p>The Principal Human Resource reported that there were no signing of performance agreements in FY 2017/18 of Head Teachers with the Sub County Chiefs but performance appraisal forms were used to appraise the Head Teachers which were signed by the DEO Mr. Kawere Naay and the Senior Education Officer Mr. Makaali Vicent contrary to Sub County chiefs. Therefore they were not the right appraisers of the Head Teachers but only to supervise the exercise which they failed to do. Therefore i considered it not appraisal because it could have been done for purposes of 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>As presented on file these circulars, guidelines and policies that were communicated included the following:</p> <p>Circular dated 15th /05 2017 School feeding program in Education institutions from MOES endorsed by The first lady and minister of education and sports Janet K Museveni. Communicated to teachers by DEO on 2nd /10/2017.</p> <p>Circular to all head teachers of primary schools in Namayingo District dated 28th 11/2017.</p> <p>Circular on early grade reading dated 6th /06/2018 from MOES signed by R Nsumba Lyazi signed for Permanent Secretary</p> <p>Circular on Co-curricular activities from DEOS office dated 28th /02 2018.</p> <p>Circular on National integrated early childhood implementation dated 10th /04/2018.</p> <p>Guideline on gender dated 7th/11/2017 From DEOs office.</p> <p>Guideline on environmental management in our communities dated 9th/01/2018 Form DEO.</p> <p>However there was no evidence on communication means.</p> <p>All the 5 sampled schools, it was observed on file that the circulars guidelines and policies were received that included:</p>	<p>1</p>

		<p>Busiro Church of God P/S circulars received were gender guidelines dated 27th/ 11/2017 and guidelines on environmental management in our communities</p> <p>Banda P/S received on 10th /04/2018 circular on National integrated early childhood development, 28th /02 /2018 received circular on co-curricular.</p> <p>Lwangisia P/S received 10th /04/2018 circular on National integrated early childhood development, on 2nd /10/2017 received circular on school feeding program in education institutions, 28th/11/2017 received circular to all headteachers of primary schools in Namayingo on school terms, , circular dated 28th /02/2018 on co-curricular activities was received.</p> <p>Genguluho P/S Guidelines on environmental management in our communities' dated 9th /01/2018 from DEO observed on file, Gender guidelines from DEO dated 27th /01/2018, circular dated 21st /05/2018 on Term 2 STIR training received.</p> <p>Namayingo P/S, guidelines for conduct of PLE dated 17th /09/2018 was received, circular on duration of school terms dated 28th /11/2017 was received, circular on school feeding program in education institutions dated 2nd /10/2017, Implementation of early grade reading in 29 Districts under UPE dated 6th /02/2018 received, co-curricular activities dated 28th /02/2018 and guidelines on environmental management in our communities dated 9th / 01/2018.</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>LG Education department held meetings with primary school head teachers and among others explained and sensitized on the guidelines, policies, circulars issued by the national level</p> <p>For example:</p> <p>Meeting held on 22nd /03/2018 DEO communicated to the head about the guidelines on environmental management in our communities he also stressed that the learners can be allowed to do exams.</p>	<p>2</p>

<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: 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>All licensed or registered schools were inspected at least once per term and reports produced. For example:</p> <p>Term 1 (quarter 2) 142 public schools were inspected and 48 private schools. Reports were submitted to CAO on 13th /03/2018</p> <p>Term 2 (quarter 3) inspected 139 public schools and 31 private schools. Reports were submitted to CAO on 2nd/04/2018</p> <p>Term 3 (quarter 4) inspected 140 public schools and 75 private schools Reports were submitted to CAO on 15/12/2017</p> <p>As the sampled schools it was observed on file that schools were inspected at least twice a term and reports produced as observed in the visitors book. For example:</p> <p>Busiro Church of God P/S inspected on the following days 25th/06/2018, 4th/04/2018, 2nd /11/2017. Banda P/S 2nd /08/2018, 31st /07/2018, 13th /06/2018, 2nd /11/2017. Lwangosia P/S 29th/05/2018., 24th /04/2018, 19th /04/2018, 26th /03/2018, 2nd /11/2017, 7th /10/2017. Genguluho P/S 8th /08/2017, 14th /08/2017, 6th /10/2017, 2nd /11/2017, 2nd /11/2017. Namayingo P/S 5th /07/2017, 21st /07/2017, 25th /01/2017, 2nd /11/2017.</p>	<p>10</p>
<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>Education department discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY 2017/2018. For example:</p> <p>Education departmental meeting held on 30th / 04/2018 in the DEOS office under number NDEDM/M 4/04/2018 presented inspection reports and discussed about sensitization of school management committee members which include their roles with regard to monitoring of education activities in their schools. Conflicts in schools as a result of capitation grants recommended sensitization f two parties and special audit where there is need, head teachers were encouraged to establish records of teacher preparation i.e. schemes of work lesson plan and assessment of learners.</p>	<p>4</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>LG Education department submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES) in the previous FY 2017/2018 on 10th /04/2017 submitted inspection report for quarter1 2017/2018 (Term II 2017) was submitted by Ouma H Godfrey and received by Winnie Secretary.</p> <p>On 5th /01/2018 submitted inspection report for quarter 2 2017/2018 (Term III2017) was submitted by Ouma H Godfrey and received by Winnie Secretary.</p>	<p>2</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>Inspection recommendations are followed. As presented on file, to address the inadequate pupil teacher ratio the DEO wrote to CAO proposing to deploy newly appointed education assistants on 17th/04/ 2018 which was accepted on 17th/ 04/2018.</p> <p>As the 5 sampled schools only Banda P/S and Genguluho P/S had on file inspection reports. For example: Banda P/S school summary report was made dated 2nd /08/2017 and recommendations were made that included self-evaluation of teachers, streaming large classes and name tags provision. Genguluho P/S report dated 13th /03/2018 DIS recommended display of lesson plans and children work in class.</p>	<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: o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>There was evidence on file that the education department submitted accurate /consistent data (i.e. lists of schools which are consistent with both EMIS reports and PBS) in current FY 2018/19. Both PBS and EMIS reports submitted on 26th /07/2018 were all consistent with a total number of 84 schools as presented on PBS system.</p>	<p>5</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>There was evidence on file that the education department submitted accurate /consistent data (i.e. enrollment data which are consistent with both EMIS reports and PBS) in current FY 2018/19. Both PBS and EMIS reports submitted on 10th/03/201 were all consistent with a total enrollment of 55129 as presented on PBS system.</p>	<p>5</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>Standing Committee on Education sitting on 27/04/2018. Min.04/NAM-SSC/4/2018; presentation and discussion of departmental budget s for FY 2018/19.</p> <p>Committee meeting on 12nd /12/2018 under Min.04/NDC-SSC/12/2017 presentation and discussion of departmental budgets and work plans FY 2018/2019.</p> <p>Committee meeting on 8/9/2017; Min. 08 /NAM-SSC/9/2017 presented to the committee monitoring reports.</p> <ul style="list-style-type: none"> • Absenteeism in USE program • Absconding teachers like Mr. Ojilo of Labach Primary school to face disciplinary action • Coddng and register of all schools and present to council • Capitation grants management in schools to be strengthening through vigorous inspection of schools and projects. 	<p>2</p>
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that sectoral committee on education presented to council issues for approval.</p> <p>Council sitting on 31/01/2018-Min 11/01/MDC/2018 considered a motion to approve the National integrated Early Childhood Development Policy</p> <p>Min.08/01/NDC/2018 recommendation from education committee on falling stands in UPE schools was discussed and PLE results</p> <p>Council sitting on 29th/03/2018 under min.07/3/MDC/2018, council considered a request from the committee to consider Bukana community school as a Government ided School</p>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>Out of 84 primary schools in Namayingo District only 71 schools submitted SMC reports to the DEO. As indicated in the 5 random sampled SMC school reports submitted to the DEO. For example.</p> <p>Isinde P/S held SMC meeting on 19th/10/2017 and under minute number v, chairman talked about how to spend UGX 470,000 on windows, door steps and closure of the P.3 classrooms, Meeting held on 25th/04/2018 under minute number Agenda 7 head teacher said school received UGX 1,400,000 for UPE and all money was spent.</p> <p>Gorofa P/S meeting was held on 30th /11/2017, under minute number 4/2/17 head teacher pointed out that school received UPE grant as follows Term 1 1050,000 Term two UGX 980,000 Term UGX3 990000 on 6th /02/2018 under minute number 5/02/2018 the head teacher pointed out change of signatory. 13th /02/2018 under minute number 03/02/18 head master communicated as receiving 960,000 as UPE funds and allocated them as their budget requests.</p> <p>Dohwe P/S meeting held on 26th /02/20178 under minute number 6 /SMC/02 head teacher pointed out the school had received UGX 2,200,000 for UPE on 31st / 05 2018 under minute number 06/SMC/ 05 Head teacher read amount of UPE Of UGX2,360,000</p> <p>Kifuyo P/S meeting held on 14th/11/2017 under minute number 4/11/2017 requested school managers to sensitize parents to provide scholastic materials to their children, on 24th /04/2017 under minute number 6/04/2018 head teacher informed managers that UPE grant was received and money was spent as stipulated in the guidelines.</p> <p>Namayingo P/S meeting held on 26th/06/2018 under minute number 4/SFC/6/ 2018 head teacher informed SMC members that they have received UPE funds amounting to UGX 4,300,000. Meeting held on 10th/05/2018 under minute number 4/SFC/5/2018 head teacher confirmed having received UGX 4200,000.</p> <p>Meeting held on 8th /06/2018 under minute number 2/c/2018 head teacher was allowed to employ a watchman to quad the school.</p> <p>However dates of submission to the DEO not indicated.</p>
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<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>LG Education department publicized all the 84 primary schools receiving non-wage recurrent grants through posting on public notice board for quarter 1 and 3. For example:</p> <p>Buchera P/S Quarter 1 (UGX 2,226,631) Quarter 3 (UGX 2,226,631), Lugala P/S Quarter 1 (UGX 2,324,143), Quarter 3 (UGX 2,324,143), Bulamba P/S Quarter 1 (UGX 1,194,425), Quarter 3 (UGX 1,194,425), Buyondo P/S Quarter 1 (UGX 2,060,146) Quarter 3 (UGX 2,060,146), Mubiriki P/S Quarter 1 (UGX 1,693,879), Quarter 3 (UGX 1,693,879)</p> <p>All the 5 sampled schools publicized non-wage recurrent grants for public viewing in the head teacher's office.</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>All investment items in the approved Sector annual work plan and budget were submitted on 26th/02/2018. For example:</p> <ul style="list-style-type: none"> Construction of a 2 Classroom Block at Mwango P/S at a cost of UGX 68,570,390. Construction of a 2 Classroom Block at Mwema Hills in Mutumba at a cost of UGX 50,125,220 Construction of a 2 Classroom Block at Namutuba P/S at a cost of UGX 50,185,990) Construction of a 5 stance pit latrines with urinal at Nasinu P/S at a cost of UGX 21,619,016 Construction of a 5 stance pit latrines with urinal at Buchwera P/S at a cost of UGX 20,905,942. \ Construction of a 5 stance pit latrines with urinal at Namayuge P/S at a cost of UGX 21,647,926 Construction of a 5 stance pit latrines with urinal at Namayuge P/S at a cost of UGX 21,647,926 <p>How ever all investment items in the approved Sector annual work plan and budget were submitted passed deadline as the manual requires.</p>	<p>0</p>
<p>Financial management and reporting</p>			

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>The Education department recommended/certified supplier payments on time.</p> <p>Kyobanakyo General Enterprises Limited for supply of 88 desks to Namutaba, Mwema and Buhobi Primary Schools.</p> <p>Requisition Amount- Shs 5,197,260 Requisition date- 27 June 2018 DEO Certification date- 28 June 2018</p> <p>Wangi General Enterprises Limited (Nama594/Wrks/17-18/00011) for construction of 5 stance line pit latrine and urinal at Majoga Primary school</p> <p>Requisition Amount-Shs 18,751,305 Requisition date- 14 May 2018 DEO Certification date- 16 May 2018</p> <p>Jopal Investments & Logistics Limited (Nama594/wrks/17-18/00008) construction of 2 class room block at Namutaba Primary school in Buyinja</p> <p>Requisition Amount- Shs 19,817,345 Requisition date- 11 Dec 2017 DEO Certification date- 21 Dec 2017</p> <p>NOTE: All sampled suppliers had contracts that did not have a clause about payment terms/periods therefore, the certification ceiling/deadline used in this case was 2 months after completion/ requisition.</p>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>The department submitted the annual performance report for the previous FY of all quarter.</p> <p>Q4 submitted on 3rd /08/2018</p> <p>Q3 submitted on 20th/04/2018</p> <p>Q2 submitted on 14th /03/2018</p> <p>Q1 submitted on 29th /12/2017</p> <p>(The department submitted Q4 report late)</p>	<p>0</p>

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year 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>The sector did not submit a status of implementation for all the queries in the Quarterly reports. Sometimes the queries were responded to informally. There was no documented evidence for Audit findings responses from the District Education Officer.</p>	<p>0</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>LG Education department in consultation with the gender focal person disseminated guidelines from Department of gender labour and community development was communicated in a letter dated 27th /11/2017.</p> <p>These guidelines were disseminated during the meeting with head teachers that was held at Namayingo P/S in the main hall to the senior woman and senior man purposely to disseminate sexual reproductive health information to learners, create safe spaces in schools, sensitization of sexual reproductive health issues during PTA meetings. As indicated in the dissemination report of sexual reproductive health program in schools.</p> <p>However dates when guidelines were disseminated were not observed on file.</p>	<p>2</p>

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>There was no evidence on file showing that LG Education department in collaboration with gender department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools.</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>All the 5 sampled schools met the guidelines on gender composition i.e. a third of SMC members must be female.</p> <p>For example:</p> <p>Busiro Church of God P/S, SMC had 3 females and 9 males.</p> <p>Banda P/S SMC members were 12, Ladies 4 Men8.</p> <p>Lwangosia P/S SMC members were 12, 4females and 8 males.</p> <p>Genguluho P/S SMC members were 12, 8 men and 4 females.</p> <p>Namayingo P/S SMC members were 12, 3 females and 9 males.</p>	<p>1</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>LG Education department in collaboration with Environment department issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education. It was observed that meeting held on 22nd /03/2018 DEO communicated to the head teachers about the guidelines on environmental management in our communities.</p>	<p>1</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that 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>Not all school infrastructure projects were screened before approval for construction using the checklist for screening of projects (ESSF) by the Senior Environmental Officer in FY 2017/2018. As presented on file the following infrastructure projects were screened on 7th /12/2017 by the environmental officer using ESSF (Environment and Social Screening Forms) by the senior environment officer (SEO) before construction that included:</p> <ul style="list-style-type: none"> • Construction of a 2 Classroom Block at Mwango P/S at a cost of UGX 68,570,390. • Construction of a 2 Classroom Block at Mwema Hills in Mutumba at a cost of UGX 50,125,220 • Construction of a 2 Classroom Block at Namutuba P/S at a cost of UGX 50,185,990) • Construction of a 5 stance pit latrines with urinal at Nasinu P/S at a cost of UGX 21,619,016 • Construction of a 5 stance pit latrines with urinal at Buchwera P/S at a cost of UGX 20,905,942. • Construction of a 5 stance pit latrines with urinal at Namayuge P/S at a cost of UGX 21,647,926 • Construction of a 5 stance pit latrines with urinal at Namayuge P/S at a cost of UGX 21,647,926 	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>The Environmental Officer and CDO did not visit the sites for all school infrastructure projects to check whether the mitigation plans were complied with.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>The wage IPFs for FY 2018/19 for Namayumba DLG was available and the PHC non-wage recurrent was UGX 130, 586, 432.</p> <p>An approved staff structure/staff norm was seen from HRIS and it was 59.3 percent of positions were filled. However a DHOs office submitted 12 positions to CAO's office in a letter 15/02/2018 referenced ARC 6/293/05 and only 01 position was cleared to be recruited.</p> <p>The Wage bill provision for health department 2018/19 was available and it was UGX 2,107,340,180.</p>	0
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>The 3 year recruitment plan for the health department dated 12/08/2016 was seen and was received on 12/08/2016.</p>	6

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

Maximum 8 points for this performance measure

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

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

• There are 24 Health facilities in this local government and each is headed by an in-charge. There 4 HC IIIs, 1 HC IV, 19 HC IIs. It was discovered that 75 percent was appraised.

1. Acheing Ruth

Nursing Assistant

Hama HC II was not appraised

2. Bitalis Sigha

Enrolled Nurse was appraised by Wasige Ayubu on 30th June 2018

3. Auma Elly Drakson

Clinical Officer

Bumooli HC III, was not appraised

4. Dr. Kizito Ssewagude

Senior Medical Officer

Buyinja HC IV, was appraised by Dr. Magola on 30th June 2018

5. Obura Dann Shedrack

Senior Clinical Officer

Sigulu HC III, was appraised by Ssewagude on 30th August 2018

6. Nakalembe Olivia

Enrolled Nurse was appraised by Awori Jonan on 20th August 2018

7. Ocan Daniel

Clinical Officer

Lolwe HC 2, was appraised by Ojiambo Fred on 29th June 2018

8. Kadondo Sofia

Enrolled Nurse

Singila HC II, was appraised by Ocan Daniel on 27th July 2018

<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>Staff list on deployment was available in the DHO's office noticeboard for FY2018/19.</p>	<p>4</p>
<p>Monitoring and Supervision</p>			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>Evidence of communication of circulars, guidelines and policies from the Ministry of Health by the DHOs office to different in-charges were seen and they include:</p> <ul style="list-style-type: none"> An Mtrack message to all in charges on PHC guidelines dissemination was seen dated 4th/12/2017 In Banda HCIII, circular on use of upgraded ARV and TB medicines web based ordering and reporting system was seen dated 30/05/2018. 	<p>3</p>

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>In Busiro Church Of God HCIII no meeting minutes with DHO, meetings are always done at once with all in charges.</p> <p>In LIKO HCIII,there was no evidence of meeting with DHO</p> <p>In Banda HCIII, no meeting minutes are seen with DHO</p> <p>In Buyinja HCIV communication on Hepititis B data was communicated to all in charges on email by the DHO.</p> <p>No hard copy letters were seen regarding guidelines BUT the guidelines were available at the facilities</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>The Integrated support supervision reports were were available and they included:</p> <ul style="list-style-type: none"> July-September 2017 report dated 30/08/2017 October-December 2017 report dated 29/11/2017 January- March 2018 report dated 20/03/2018 April-June 2018 report dated 21/05/2018 	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has super- vised lower level health facili- ties 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>HSD supervision reports available for Bukoli South were dated: 6/01/2018; 20th/04/2018; 10/2017; 08/2017</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>Namayingo DLG, the HSD and HCIV, there were performance and management issues that included absenteeism among others. The in charge was changed after calling for a key stakeholders meeting which was held after supervision chaired by LCV attended by RDC, DISO DHO CAO and other TPC members. Out of these meeting transfers many other transfers were recommended (meeting held on 6th/09/2018 and 7th /09/2018 communication to CAO for action).</p>	<p>4</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>Out of the recommendations of transfers held on 6/09/2018, the position of Sen. Medical officer for Buyinja HCIV was advertised as a result of a recommendation from monitoring reports that cited performance and management.</p>	<p>6</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>On PBS for Namayingo there are 27 facilities which receive grants in line with the list that receive grants accessed in the DHO's office</p>	<p>10</p>

Governance, oversight, transparency and accountability

<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>Sectoral Committee sitting on 12/12/2017 under Min. 04/NAM-SSC/12/2017. Presentation and discussion of departmental budgets and work plans FY 2018/19</p> <p>HIV/AIDS strategic plan for FY 2017/2018-2019/2020; fertility planning costed work plan 2017-2020</p> <p>Recommendations to Council to take immediate action to collapsing Labach HCII.</p> <p>Committee sitting on 24th/08/2017 Min.06/NAM-SSS/10/2018. Discussed a report by the DHO where he reported: accommodation needs of Health Workers as well as discussion of quarterly health department report.</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>Min. 04/NAM-SSC/12/2017. Presentation and discussion of departmental budgets and work plans FY 2018/19</p> <p>In the same sitting, committee recommended to Council to take immediate action to collapsing Labach HCII</p> <p>Another recommendation was on increasing supervision of HCs by the DHOs and political leaders especially in the Islands</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>HUMC meeting minutes for the Sampled Health facilities including discussion of budget and resources were:</p> <p>In Busiro Church Of God HCIII, no HUMC meetings have been held.</p> <p>In LIKO HCIII the HUMC has sat once and there was no evidence of minutes:</p> <p>In Banda HCIII one set of minutes was available dated 13th/02/2018 and issues discussed were voucher money; 23/12/2017 and issues discussed was budget</p> <p>In Hukeseho HCIII, HUMC meeting minutes that were available included; 4/04/2018 and issues discussed were EPI outreaches ;</p> <p>At Buyinja HCIV, HUMC minutes were available and they included:</p> <p>13/6/2018 HUMC minutes and issues were on allowances for HUMC members, as well as budget issues</p> <p>29/03/2018 minutes HUMC and discussed was linkage of staff with the community.</p> <p>10/01 /2018 and issues discussed included facility hygiene and HUMC meeting schedules.</p> <p>6/07/2017 HUMC meeting minutes and issues discussed were renewal of HUMC membership, work plans and budgets for 2018/19 period</p> <p>20/11/2017 HUMC meeting minutes and issues discussed were team work and NMS supplies.</p>	<p>4</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>The noticeboards of health department have publicized all facilities receiving PHC grants. Evidence seen included reporting rates, budget performance, expenditure limits by facilities and list of facilities that do report through PBS and DHIS2.</p> <p>The PHC budget and accountabilities were pinned on the noticeboard at Buyinja HCIV</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>Namayingo did not Indicative Planning Figures from MOH and as a result there was no submission seen to PDU</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 no procurement requisition seen as a result of the above</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>Based on sample of 4, payment requisitions were certified/recommended by DHO on time as evidenced below;</p> <p>M.BIG Sanitation solutions- Public pit latrine treatment of Health and production department.</p> <p>Requisition Amount- Shs 800,000 Requisition date- 11 April 2018 DHO Certification date- 11 April 2018</p> <p>Nile Energy- supply of fuel Requisition Amount- Shs 1,090,000 Requisition date- 12 Dec 2017 DHO Certification date- 20 Jan 2018</p> <p>Wapande Joseph- refund for purchase of cleaning materials</p> <p>Requisition Amount- Shs 350,000 Requisition date- 12 Oct 2017 DHO Certification date- 12 Oct 2017</p> <p>Mangeni Mathias- House to house polio immunisation campaign</p> <p>Requisition Amount- Shs 51,657,900 Requisition date- 21 Aug 2017 DHO Certification date- 21 Aug 2017</p> <p>NOTE: the health department did not have major capital expenditures in the previous FY.</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 reports for the previous FY of all quarter.</p> <p>Q4 submitted on 5th /07/2018</p> <p>Q3 submitted on 5th/04/2018</p> <p>Q2 submitted on 6th /10/2017</p> <p>Q1 submitted on 5th /07/2017</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 Health department did not have any audit queries for the financial year 2017/18</p> <p>(there were no queries because Health department was not audited as explained by the District Internal Auditor)</p>	<p>4</p>
<p>Social and environmental safeguards</p>			
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 <p>% women: score 2</p>	<p>Guidelines for HUMC guidelines are available at the DHOs office as well as the HUMC lists for all the Health facilities.</p> <p>Sampled Health facilities and their HUMC composition included the following:</p> <ol style="list-style-type: none"> 1. Busiro Church of God HCIII there are 3/7 women (43%): 2. In LIKO HCIII there are 2/9(22%) are women on the HUMC: 3. In Banda HCIII there are 2/8 women (25%) 4. In Hukeseho HCIII, all the 7 members of HUMC were women (100%) 5. In Buyinja HCIV the HUMC was composed of 2 out of 8 women (25%) 	<p>2</p>

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>Water and sanitation committee minutes dated 20th /03/2018 at the district level where issues of safe water and sanitation were discussed.</p> <p>In LIKO no guidelines on sanitation in health facilities were available</p> <p>In Busiro Church of God HCIII, no guidelines were seen.</p> <p>In Banda HCIII, no sanitation in health facilities were available.</p> <p>In Huheseko HCIII, no guidelines on sanitation guidelines. A verbal communication was made but no evidence.</p> <p>In Buyinja HCIV, no guidelines were seen on sanitation in Health facilities</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>Namayingo DLG did not have a district government hospital and for that matter it did not access developmental funds for health projects.</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>No mitigation plans were available since no developmental projects were carried out in previous financial year.</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>In Busiro Church Of God HCIII no guidelines on medical waste management were seen.</p> <p>In LIKO HCIII, no evidence of medical waste management.</p> <p>In Banda HCIII, waste segregation guidelines from MOH. They are in the injection room, lab and maternity.</p> <p>In Hukeseho HCIII, waste management guidelines were seen.</p> <p>In Buyinja HCIV, there are waste protocols/ segregations and classifications pinned in different stations where waste generation happens.</p> <p>A booklet for the processes /policy from waste generation , handling and disposal</p>	<p>4</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>Namayingo District Local Government had a safe water coverage of 61% by the time of the assessment exercise. Sub-counties that had safe water coverage below district average included Mutumba with 56%, Banda with 47%, Lolwe with 34% and Bukana with only 6%. In the FY 2018/19 the district LG water department targeted allocations to most of these sub-counties. For instance, 5 deep boreholes were allocated to Bukana, Banda sub-county had 4 deep boreholes and Mutumba sub-county had had 2 deep boreholes allocated. It should however, be noted that Lolwe sub-county with 34% coverage had no allocations in the Financial Year. This was attributed to challenges of access by the Drilling Rig Plant. Access to the Island can only be by boats. Plans were underway to expand the piped water system in the sub-county and with a Ferry in pipeline borehole technology will be expanded to the sub-county. From the LG water department budget all the 324,233,000/= budgeted for drilling of deep boreholes was allocated to low coverage sub-counties thus representing 100%..</p>	<p>10</p>

<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%: <p>Score 10</p> o If 60-79: <p>Score 5</p> o If below 60 %: <p>Score 0</p> 	<p>The LG water department implemented budgeted water projects in sub-counties with safe water coverage below the district average in FY 2017/18. In the FY, the Water department drilled 10 deep boreholes at a cost of Ugx 231,510,000/=, Rehabilitated 23 Deep boreholes at a cost of Ugx 51,510,000/=, Construction of two 5-stance lined VIP pit latrines with urinals and water harvesting tank in Singila RGC in Lolwe sub-county and Lufudu RGC in Mutumba sub-county at a cost of Ugx 23, 885,560 /= and Ugx 21,800,000/= respectively. Other project implemented in FY 2017/18 was the supply of assorted pipes and fittings for piped water extension (Gorofa & Kandege) in Lolwe sub-county at a cost of Ugx 42,499,000/=. In the FY all sub-counties below district average were targeted for example, Bukana had 1 borehole drilled and 2 rehabilitated, Mutumba had 3 drilled and 2 rehabilitated, Banda had 3 drilled and 1 rehabilitated and Lolwe sub-county had supply of assorted pipes and fittings plus construction of a 5-stance VIP latrine and Rainwater harvesting tank installed at Singila RGC.</p>	
Monitoring and Supervision			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p>	<p>In Financial Year 2017/18 most of the projects implemented by the District water department were inspected and monitored. Monitoring and inspection reports were compiled and addressed to the office of the Chief Administrative Officer (CAO). On project files the following reports were reviewed;</p>
<p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>Water source assessment report for the rehabilitation of second batch of boreholes in the district. The report was compiled by the Borehole Maintenance Supervisor on 12th/01/2018</p> <p>Dated 20th/02/2018 a report on the rehabilitation of Deep boreholes in the district. The report detailed the status and functionality of rehabilitated sources per sub-county. It was compiled by the Borehole Maintenance Supervisor addressed to CAO through the District Water Officer.</p> <p>Reviewed during assessment was a monitoring report for new water sources for FY 2017/18. The district LG water department together with the Works and Technical Committee conducted the monitoring in four sub-counties of Banda, Mulumba, Bukana and Buswale.</p> <p>Dated 25th/06/2018 an inspection report of boreholes after inspection in FY 2017/18 for Lot1 &2 in the sub-counties of Banda, Mutumba, Bukana and Buswale signed by the DWO addressed to CAO.</p> <p>Inspection report for the construction of Namayingo District Water and Sanitation Office Block dated 12th/06/2018 compiled by Assistant Engineering Officer addressed to CAO through DWO</p> <p>Inspection Report on the construction of a 5-stance lined pit latrine with a urinal at Lufudu RGC in Mutumba sub-county dated 12th/09/2018 with recommendations to adjust the provision for PWDs to required standards in the BOQs</p> <p>An inspection report for the construction of a 5-stance lined pit latrine with a urinal at sigila RGC in Lolwe sub-county dated 11th/09/2018 compiled by Assistant Engineering Officer addressed to the DWO.</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The LG Water department submitted accurate/consistent data. Information obtained in the MIS reports indicated 10 Deep bore holes of supply of assorted pipes and fittings for 2 pipe water supply systems. This is the actual data that was reported in the PBS and the Performance Contract signed between Head of Department and CAO.</p>	5
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The list of water facilities which were found to be consistent included;</p> <p>3 deep boreholes in Banda sub-county, 3 deep boreholes in Mutumba, 3 deep boreholes in Buswale and 1 deep borehole in Bukana sub-counties.</p> <p>Supply of assorted pipes for piped water system in Golofa and Kandege RGCs in Lolwe sub-county.</p>	5
Procurement and contract management			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The District Water department submitted procurement inputs that covers all investment items in the sector annual work plan to the Procurement and Disposal Unit for incorporation into the district procurement plan on 19th/03/2018, submission received and signed by the Senior Procurement Officer. This was timely as it was before the stipulated 30th/April</p>	4

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>The District appointed Mr. Christopher Mwandha as the contract manager for water projects of FY 2017/18. The appointment letter was written by the Chief Accounting Officer on the 20th/June/2017.</p> <p>The contract manager prepared a contract management plan following PPDA standard formats for drilling, installation and platform casting lot II. The contract started on 3rd/10/2017 and completion date was 3rd/01/2018. However, monthly site visits were not conducted for different WSS project since there was no evidence of site minutes found in project files.</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>For the sampled water facilities i.e. Buhatandu water source (DWD 66966) in Buswale sub-county, Bugali 'B' water source (DWD 60604) in Mutumba sub-county, Bukeda 'A' water source (DWD60603) in Banda sub-county and Busekesa water source (DWD 57454) in Banda Sub-county. All these facilities were found to be in conformity with requirements in the BOQs. The sources were well protected, fruit trees planted, had a diameter of 1850mm, with a drainage channels measuring 10ft with well protected drainage pits.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>In the FY 2017/18 reviewed was Handover report submitted by REDDY'S Borehole and Technical Services Ltd for drilling, installation and platform casting of 5 boreholes under Lot 1</p> <p>Handover report for the completion of drilling, test pumping, casting and installation of 5 boreholes under lot II by KLR-Uganda Ltd for FY 2017/18.</p>	<p>2</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>Reviewed were final completion certificate for contract No:NAMA/594/WRKS/17-18/00009(a) issued to KLR-Uganda Ltd for drilling and installation of 5 boreholes for FY 2017/18 with contract value of Ugx 104,837,867/= certified by the DWO on 15th/07/2018</p> <p>Final completion certificate contract No:NAMA/594/WRKS/17-18/00001(b) issued to M/S REDDY'S Boreholes & Technical Services Ltd. Works had a contract value of Ugx 106,115,040/=. Completion reports were compiled and addressed to the Chief Administrative officer.</p>	<p>2</p>
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>The LG Water department certified and initiated payments for works on time as evidenced below;</p> <p>All the 3 samples picked were certified for payment in less than 2 months of requisition.</p> <p>KLR-Uganda Limited for consultancy services for construction of 5 boreholes under Lot 2 in 5 sub counties.</p> <p>Requisition Amount- Shs 48,575,000 Requisition date- 4 Dec 2017 DWO Certification date- 11 Dec 2017</p> <p>Nabutamba Hellen- Assessment of shallow wells and deep wells.</p> <p>Requisition Amount-Shs 2,382,000 Requisition date- 11 Dec 2017 DWO Certification date- 11 Dec 2017</p> <p>Ishenda Investment Limited (Nama/594/wrks/2017-18/0002) construction of District Water and sanitation office upto foundation level</p> <p>Requisition Amount- Shs 21,698,605 Requisition date- 11 April 2018 DWO Certification date- 11 April 2018</p>	<p>3</p>
<p>Financial management and reporting</p>			

<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning 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>The department submitted the annual performance report for the previous FY of all quarter.</p> <p>Q4 submitted on 23rd /07/2018</p> <p>Q3 submitted on 17th/04/2018</p> <p>Q2 submitted on 10th /01/2018</p> <p>Q1 submitted on 17th /10/2017</p>	<p>5</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>Water department did not have audit queries for financial year 2017/18.</p> <p>(there were no queries because Water department was not audited as explained by the District Internal Auditor)</p>	<p>5</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>Committee sitting on 25/10/2018; Min. 04/NAM-WWTC/10/2017. Committee discussed quarter departmental performance report.</p> <p>- Discussed state of 11 boreholes and need to purchase water testing kits for the water department</p> <p>Committee sitting on 13/12/2017, under min. 04/NAM-WWTC/12/2017; Presentation and discussion of departmental budgets and work plans for FY 2018/2019</p> <p>Recommendations to council: council to approve ground breaking and final commissioning to all district projects</p> <p>Committee sitting 15/03/2018 min 04/NAM-WWTC/3/2018: presentation and discussion of departmental work plans with IPFs allocated the priority areas</p> <p>Committee recommendations</p> <p>Committee to monitor all rehabilitated boreholes</p> <p>Committee to monitor all protected water sources in the next quarter</p>	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>The District Council meeting held on 24/10/17. The sectoral committee on water presented the following issues to council for approval in its sitting on 16/11/17</p> <p>Council sitting on 16/11/2017 Under Min.09/11/NDC/06/17 council considered a recommendation of official ground breaking and commissioning of the completed district projects.</p> <p>- Council (lors) to also monitor all rehabilitated boreholes and water sources in the district.</p>	<p>3</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>There was evidence that AWP, budget and Water Development grant releases and expenditures were displayed on departmental notice board. There was also filed evidence of District Advocacy meetings for water and Sanitation held on 4th/07/2017 in Finance Boardroom. Minutes of the meeting were filed. Stakeholders included LCV Chairperson, Resident District Commissioner (RDC), LCIII Chairpersons, CAO, DWO, DHS and DCDO.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>All WSS projects were clearly labelled indicating project name, date of construction, contractor and source of funding. For example, sampled WSS Projects like Bugali 'B' water source was labelled DWD-60604, construction date was 24th/10/2017 constructed by KLR-Uganda Ltd for the FY 2017/18. Buhatandu water source in Buswale sub-county was constructed On 23rd/10/2017, with a project Identification number DWD 66964 with REDDY'S indicated as the contractor.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>Information on tenders and contract awards indicating contract name/contract and contract sum was displayed. The information was filed in project file after expiry date. Reviewed was evidence of Best Evaluated Bidders displayed for Procurement Ref.No: NAMA/594/Wrks/2017-2018/00002- Construction of the Water and Sanitation Office block at Namayingo District Headquarters. Method used was Open Domestic bidding. Isendha Investments Ltd emerging as the best evaluated bidder with contract value of Ugx 198,006,714 (taxes inclusive)</p> <p>Dated 14th/09/2017, information of the best evaluated bidder Procurement Ref No: Nama/594/svs/2017-2018/00001. Provision of consultancy services for sitting, drilling and installation of 10 boreholes by LHM with a contract sum of Ugx 18,980,000/= Unsuccessful bidders were also displayed with reasons.</p>	<p>2</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>There was evidence of communities applying for water/public sanitation facilities as per the sector critical requirements. There was evidence of community contribution. For example, evidence of an application letter from residents of Buhwanja village in Buswale sub-county dated 20th/03/2017 with attachment of receipt Serial No: 850 of Two hundred thousand shillings (Ugx 200,000/=) as community contributions.</p>	<p>1</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>All sampled water supply facilities were found to be with active and functioning WSCs and collection of O&M funds and carrying out preventive maintenance. There was evidence of collection of Ugx 2000/= from every household monthly for use of Bugali 'B' Water Source in Mutumba sub-county. Committee members opened up a Bank Account (A/C No:1090027000187)</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>Well as some projects were environmentally screen for example drilling of 10 boreholes, there were some projects that were not screened for example construction of Water and Sanitation Block at the district Headquarters and construction of two 5-stance VIP Latrine in Mutumba and Lolwe sub-counties.</p>	<p>0</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There was evidence of follow up support provided for example the department budgeted and procured fruit trees for planting on all drilled bore holes in FY 2017/18. Field visits for the sampled source proved the same.</p>	<p>1</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>There was evidence of clauses on environment protection in construction and supervision contracts</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Review of Software reports revealed that most WSCs fell short on the 50% requirement of women composition although most committees had a woman occupying key position.</p>	<p>0</p>

<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>All sampled sanitation facilities were found to have adequate access and separate stances for both women and men with ramps for people with Disabilities (PWDs) For example the sanitation facilities at Magistrate’s court, District Headquarters were found to be in conformity with these standards.</p>	<p>3</p>
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