



## LGPA 2017/18

Accountability Requirements

Ntungamo District

(Vote Code: 546)

Assessment	Compliant	%
Yes	3	50%
No	3	50%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Assessment area: Annual performance contract			
LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	xxx	Annual Performance Contract for FY 2017/18 submitted on 03/08/2017 which is later than the timeline of June 30	No
Assessment area: Supporting Documents for the Budget required as per the PFMA are submitted and available			
LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY (LG PPDA Regulations, 2006).	xxxxx	Budget documents for FY 2017/18 were accompanied by a copy of the Consolidated Procurement Plan.	Yes
Assessment area: Reporting: submission of annual and quarterly budget performance reports			
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)	xxxxxx	Annual performance report-Q4 submitted on 02/08/2017 under receipt serial number 0888 which is later than the timeline of July 31st.	No
LG has submitted the quarterly budget performance report for all the four quarters of the previous FY; PFMA Act, 2015)	xxxxxxx	Q1 dated 09/11/2016 under receipt serial number 0028; Q2 dated 08/02/2017 under serial number 0295; Q3 dated 29/04/2017 under receipt number 2576 and Q4 dated 02/08/2017 under serial number 0888 were all submitted	No
Assessment area: Audit			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General findings for the previous financial year by April 30 (PFMA s. 11 2g). This statement includes actions against all findings where the Auditor General recommended the Accounting Officer to take action (PFMA Act 2015; Local Governments Financial and Accounting Regulations 2007; The Local Governments Act, Cap 243).</p>	<p>XXXXX</p>	<p>From the Ministry of Finance's inventory of LG submissions of responses to audit queries, this assessment established that Ntungamo District Local Government submitted to PS/ST responses to audit queries raised in FY 2015/2016 on 24/03/2017.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer</p>	<p>XXXXX</p>	<p>From the Auditor General's report for FY 2016/2017, this assessment established that Ntungamo District Local Government received an unqualified audit opinion.</p>	<p>Yes</p>



## **LGPA 2017/18**

Crosscutting Performance Measures

Ntungamo District

(Vote Code: 546)

Score 54/100 (54%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality; and (ii) all Town Councils 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 municipality/district has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 2.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• All new infrastructure investments have approved plans which are consistent with the Physical Plans: score 2.</li> </ul>	0	<p>No functional Physical Planning committee that has ever been appointed in Ntungamo DLG. No Registration book availed for assessment.</p> <hr/> <p>No Physical/structural plan in place.</p>
2	<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>	<ul style="list-style-type: none"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	0	<p>Based on the priorities identified in the AWP page 3, 59ff &amp; dated July 30, 2017 which are: improving infrastructure &amp; sanitation for Education facilities, grading &amp; maintenance of roads, construction of gravity flow schemes, protection of water sources, rain water harvesting technologies and capacity building among others are not outcomes of the Budget conference report dated 27th November, 2016 and availed for assessment. The Budget conference report is silent on priorities for the current FY.</p>

		<ul style="list-style-type: none"> <li>Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If different, justification has to be provided and evidence that it was approved by Council. Score 2.</li> </ul>	0	<p>From the AWP for FY 2017/18 pages 59ff the following capital investments: Construction of 50 latrine stance in Rwembogo, Burama, Ruzinga, Rwengoma, Ihema, Construction of three teacher houses at Kayonga, Periodic maintenance of 48KM of Urban roads mechanically maintained for each of the Town Councils of Kitwe TC; Rwashamaire TC; Kagarama TC; Rubaare TC, 7 Bridges to be maintained in the Kihanga-Kitinda-Buraro Culvert; bridge in Ijtojo s/c (2lines),Kabasheshe -Kijubwe</p> <p>Rwamanyonyi culvert bridge in Kayonza s/c,(2 lines),Rubare-</p> <p>NYakariroRuhara culvert bridges in Rubare s/c (2 lines),Kagarama -Rukarango- Rwamabondo culverts bridges in Ihunga s/c (2lines) are partially reflected in the DDP Appendix 3 page 176ff section of project profiles. No justification was provided for the inconsistencies.</p>
		<ul style="list-style-type: none"> <li>Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 1.</li> </ul>	1	<p>Project profiles have been developed and can be traced in the DDP Appenddix 3, pages 176ff marked as FY 2015/16-2019/20 dated 20/07/2015 and signed by both the District Chairperson Mr. Singahache Denis &amp; CAO Mr Samuel Ruhweza Kaija.</p>
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>Annual statistical abstract, with gender disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum 1 point.</li> </ul>	0	<p>Annual Statistical Abstract is not compiled.</p>

4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul>	0	<p>Based on the sampled projects for example from the Education sector as follows: Construction of 5 stance VIP Latrines at the following schools; Rwengoma in Ruhaama Sub-County, Ruzinga in Nyakyeru Subcounty; Burama in Ngoma Subcounty; Ihema in Nyabihoko Subcounty; Omurubaare in Rukoni Subcounty, Construction of a 3 Classroom block at Rwamakukuru, Re-Roofing of a Classroom block at Rwembogo PS, Construction of a Hostel at Ntungamo Health Institute were all derived from the AWP page 69ff. However, there are incoherencies between the AWP &amp; Budget process as projects are implemented haphazardly without proper planning.</p>
		<ul style="list-style-type: none"> <li>Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0</li> </ul>	4	<p>From the AWP &amp; Annual Budget Performance reports from MoFPED the following projects: (i) Nyamunuka-Rwitange- 8.1Km; (ii) Nombe-Rwembogo- Nkongororo-10.8Km; Kitinda Bridge; Butare- Buraro-10KM; Rubanga-Kigaga-Rukanda-Kizinga- 31.1KM, Installation of Culverts at: Rubare- Nyakaliro-Ruhara Road- 2lines; Kabasheshe-Kijubwe-Rwamanyonyi-2 lines; Keitantulege-Kijaara-Rwemirizi- 3 lines; Kagarama- Rukaranga-Rwamabondo-2 lines have all been issued with Certificates of Practical Completion and with all retention paid up which gives a completion of 100%.</p>
5	<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects and assets during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	2	<p>From the sampled roads projects completed namely: Butare-Buraro; Rubaare-Nyakariro-Ruhaara; Kihanga-Kitinda- Buraro; Kabashe-Kijubwe- Rwamanyonyi; Kagarama-Rukarango- Rwamabondo were budgeted at UGX: 35,097,147 but actual expenditure reflected in the in the Annual Budget Performance report and Final accounts is UGX: 35,097,147, which is within the approved budget – Max.15% plus or minus of original budget.</p>

		<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	2	<p>Periodic maintenance of 48KM of Urban roads mechanically maintained for each of the Town Councils of Kitwe TC; Rwashamaire TC; Kagarama TC; Rubaare TC, 7 Bridges to be maintained in the Kihanga-Kitinda-Buraro Culvert; bridge in Ijtojo s/c (2lines),Kabasheshe -Kijubwe</p> <p>Rwamanyonyi culvert bridge in Kayonza s/c,(2 lines),Rubare-</p> <p>NYakariroRuhara culvert bridges in Rubare s/c (2 lines),Kagarama -Rukarango-Rwamabondo culverts bridges in Ihunga s/c (2lines), Plant &amp; Equipment Maintenance were all budgeted at UGX: 218,630, 000 and the DLG spent 218,630,000 which translates to 100% expenditure on O&amp;M.</p>
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Assessment area: Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	0	<p>From the Human Resource office this assessment established that 4 out of 9 Heads of departments had signed performance Contracts and had annual performance reports on their personal files for financial year 2016/2017. These include Senior Environment Officer Acting as DNRO, Senior Community Development Officer Acting as DCDO, and CFO.</p> <p>The rest of the staff were not appriased in 2016/2017.</p>
		<ul style="list-style-type: none"> <li>Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	0	<p>From the Human Resource office this assessment established that only 3 out of the 9 HODs are substantively appointed.These include; DHO, DEO, and CFO. The position of Deputy CAO Administration is filled by the ministry (MoLG). The new department of Trade, Industry and Local Economic Development is headed by the Senior Commercial Officer in Acting Capacity.</p>



7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 percent of staff submitted for recruitment have been considered: score 2</li> </ul>	2	<p>From Secretary DSC it was established that 100% of all staff submitted by CAO for recruitment for financial year 2016/2017 were considered as evidenced by</p> <p>The CAO Declaration of vacancies to DSC in a letter dated 5th, and 24th January 2017</p> <p>.The above submissions were all considered by the DSC in the meeting of 20th ,21st,22nd ,and 23rd March 2017</p>
		<ul style="list-style-type: none"> <li>• Evidence that 100 percent of staff submitted for confirmation have been considered: score 1</li> </ul>	1	<p>The DSC received submissions from CAO for confirmation in a letter dated 13th October 2016.</p> <p>These submissions were all considered during the sitting of 15th ,16th and 17th November 2016</p>
		<ul style="list-style-type: none"> <li>• Evidence that 100 percent of staff submitted for disciplinary actions have been considered: score 1</li> </ul>	1	<p>From the Secretary DSC this assessment established that CAO submitted 1 staff for disciplinary action to DSC as per letter dated 5th December 2016.</p> <p>The submission was considered in DSC meeting of 23rd ,24th and 25th January 2017</p>
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	3	<p>All the 80 staff recruited during the financial year 2016/2017 accessed payroll within two month from date of appointment.</p> <p>All the staff were appointed on 17th march 2017 accessed payroll in may 2017.</p>

		<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	0	<p>The list of staff retired in the FY 2016/17 was availed for verification.</p> <p>The Assessment established that 35 staff retired in the financial year 2016/2017</p> <p>None of the retired staff accessed payroll within two months after retirement</p>
Assessment area: Revenue Mobilization				
9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• If increase in OSR from previous FY but one to previous FY is more than 10% : score 4 points</li> <li>• If the increase is from 5 -10% : score 2 point</li> <li>• If the increase is less than 5% : score 0 points.</li> </ul>	0	<p>From the final accounts of FY 2016/2017 the assessment established that Ntungamo District Local Government collected local revenue amounting to UGX 574,953,501 and UGX 808,774,649 in FY 2015/2016 implying a reduction of 28.9%.</p>
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10% : then 2 points. If more than +/- 10% : zero points.</li> </ul>	0	<p>From the final accounts for FY 2016/2017 this assessment established that Ntungamo District Local Government collected local revenue amounting to UGX 574,953,501 against a budget of UGX 1,049,628,471 implying a realisation ratio of -45.2%.</p>

11	Local revenue administration, allocation and transparency  Maximum 4 points on this performance measure	<ul style="list-style-type: none"> <li>Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	0	From the final accounts for FY 2016/2017 and books of account, this assessment established that Ntungamo District Local Government received local service tax amounting to UGX 137,567,534 of which UGX 29,262,000 was remitted to Divisions and Town Councils based on data of contributing residents leaving a balance of UGX 108,305,534 of which UGX 63,540,462 (58.7%) was remitted to sub-counties instead of UGX 70,398,597 (65%).
		<ul style="list-style-type: none"> <li>Evidence that the LG is not using more than 20% of OSR on council activities: score 2</li> </ul>	2	From the final accounts for FY 2016/2017 and books of account, the assessment established that during FY 2016/2017 Ntungamo District Local Government collected local revenue amounting to UGX 574,953,501 of which UGX 49,722,000 (8.7%) was spent Councillors' allowances.

Assessment area: Procurement and contract management

12	The LG has in place the capacity to manage the procurement function  Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	2	The LG procurement and disposal unit is headed by a senior procurement and procurement officer who are substantively recruited.
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<ul style="list-style-type: none"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	1	<p>TEC Minutes Dated 11th April 2017 presented. Attendance list attached and Min. 046/April/2017.</p> <p>Minutes of TEC committee dated 22/12/2016.</p> <p>TEC prepared evaluation report on bid advert/invitation, approval, and opening for procurement reference NTUN546/WRKS/2016/17/00034 (Construction of 2 stance VIP latrine at Kanyehunde Market) and submitted to Contracts Committee. Contracts Committee approved Bid Document on 25/11/2016.</p> <p>TEC Report on Procurement Ref: NTUN 546/Wrks/16-17/00030 (Construction of a 5 stance VIP latrine at Ihema P/S) Nyabihoko Subcounty. Contracts Committee approved bid documents, bid opening on 25/11/2016.</p>
<ul style="list-style-type: none"> <li>Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	1	<p>CC Meeting Minutes dated 27/01/2017 signed by Chairman Contract's committee presented.</p> <p>CC decision on submission report dated 22/12/2016 on a submission: Approved Construction of 5 stance VIP latrine at Kanyehunde Market;</p> <p>CC Report dated 27/01/2017 rejected bid submission from SAMTU Enterprises CO. for Revenue Collection at Kitwe Town Council due to incomplete submission sheet.</p>

13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<p>• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</p>	2	<p>Procurement Plan for FY 2017/18 dated 05/7/2017, annual work plan and Budget FY 2017/18 covers all infrastructure Projects : These include:</p> <ul style="list-style-type: none"> <li>• NTUN 546/WRKS/17-18/00107: Construction of a 5 stance Pit Latrine at Omukibaare RGC, Kibingo Parish, Nyakyera S/C.. REF. awarded to Asiibe Company (U) Limited under minute 096/ Dec/ 2017.</li> <li>• NTUN 546/WRKS/17-18/00111: Construction of a 2 stance VIP latrine with Urinal at Rubaare Central P/S. at UGX: 11,131,424. Awarded under Minute no: 096/December 2017.</li> <li>• NTUN546/WRKS/17-18/00042: Drilling of 2 production wells at Kashenyi Ngoma Sub County.</li> </ul> <p>LG made procurements as per plan: Procurement Plan for FY 2016/17: Sample procurements as per Procurement Plan in include:</p> <ul style="list-style-type: none"> <li>• Construction of 3 classroom blocks at Rwembogo P/S Proc Ref: NTUN 546/wrks/2016-17/00004. At UGX: 120,000,000 (planned). 14th 12/2016-March 21, 2017.</li> <li>• Construction of 9 Blocks of 5 stance VIP latrines at UGX: 200,000, 0000 (planned).</li> </ul>
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14

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 current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2

2

LG prepared 80% of the bid documents by August 30th, 2017. Sample bidding documents include:

Bidding document for procurement of works under open national bidding: Drilling of 2 production wells at Kashenyi Ngoma Sub County. Procurement Ref: NTUN 546/WRKS/17-18/00042. Issued October 2017;

Bidding Document for Procurement of works under open national bidding: for Construction of Three Classroom Block at ST. Francis Kasana Primary School Date of ITB: October 2017: Ref: NYUN 546/WRKS/17-18/00040

Bidding Document for Procurement of works for Construction of a mini-veterinary Lab with offices: NTUN 546/WRKS/17-18/00043 under open national bidding issued October 2017

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

2

LG presented the updated contracts register for FY 2016/17 Titled: Ntungamo DLG Contracts Register for projects in FY 2016/17.

Complete procurement Activity Files include:

• Revenue Collection for Omugyeni Market; Contract period (18th July 2016-30th September 2016);

• NTUN546/Wrks/16-17/00002: Construction of Five Communal Rain Harvesting Water Tanks at UGX: 134,460,020.

• NTUN534/Wrks/206-17/00004: Construction of Three Classroom Block at Rwembogo Primary School at UGX: 112,666,990.

• NTUN546/SPLS/2016-17/00022: Supply of 504,909 Tea Plantlets Lot II at UGX 221,655,051: Contract signed on 20/12/2016 and activity completed

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

2

The LG adhered to procurement thresholds in FY 2016/17

Open National Bidding

• New Vision Advert dated September 26 ,2016: Ntungamo District Local Government: ITB for firms to apply for works, supplies and Services in FY 2016/17:

• NTUN546/Wrks/2016-17/00004: Construction of Three Classroom Block at Rwembogo Primary School at UGX: 112,669,990.

Selective Bidding:

LG prepared ITBs for prequalified firms for Works Projects dated 1/12/2016.

• NTUN 546/Wrks/2016-17/00034: Construction of 4 stance VIP latrine at Kanyehunde Market P/ at UGX. , 17,977,300.

• NTUN 546/Wrks/2016-17/00040: Construction of 5 stance Drainable VIP latrine at Ihema P/S at estimated cost of UGX: 20,089,500.

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2</li> </ul>	2	<p>The LG certified projects in FY 2016/17 as follows:</p> <ul style="list-style-type: none"> <li>Interim Certificate No 1 dated 21/03/2017 to Asibe Company (U) Ltd: Construction of Hostel Block at Ntungamo Health Training Institute-Nyaruntuntu-Ntungamo; Contract start date: 20/01/2017: Proc Ref: NTUN 546/Wrks/16-17/00011;</li> <li>Interim Certificate No:1 dated 24/3/2017 to SA &amp;SU Contractors Limited for Construction of 5 stance Drainable Latrine at Rwengooma Primary School. Contract No: NTUN546/Wrks/2016-17/00027</li> <li>Certificate of Practical Completion No: 2 to SA &amp; SU Contractors Limited: For Construction of a 5 Stance Drainable Latrine at Rwengooma P/S-Ruhaama Sub County: NTUN546/WRKS/2016-17/00027: Completion Date: 24/3/2017. UGX: 20,066,000.</li> <li>Interim Certificate No: 2 dated 28/3/2017: to Gremu Trading Company Limited for: Construction of 3 Classroom Room Block at Rwembogo Primary School-Ruhama East-Ntungamo: Ref: NTUN546/WRKS/2016-17/00004. Contract Start date: 5/01/2017.</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	0	<p>LG did not present site boards for projects implemented in FY 2017/18 that are are labelled with name of project, name of contractor, name of project and contract value:</p>
Assessment area: Financial management				



16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	0	<p>During FY 2016/2017 Ntungamo District Local Government operated 15 bank accounts, 11 of which were reconciled and up to date as of date of this assessment. The remaining four bank accounts i.e. TSA, YLP-Recovery, UWEP Recovery, and UWEP Project; were yet to be reconciled by the time of this assessment. The CFO represented that his team still needed training from FINMAP to be able to carry out reconciliations on the TSA account in IFMIS.</p>
17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	0	<p>From the CFO, a claims register was obtained and reviewed by this assessment and noted that it lacked dates when claims were paid. As such, the timeliness of payments to suppliers could not be readily ascertained.</p>
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has a substantive Senior Internal Auditor and produced all quarterly internal audit reports for the previous FY: score 3.</li> </ul>	3	<p>From the personnel office, this assessment confirmed that Ntungamo District Local Government has substantive Senior Internal Auditor appointed on 22/01/2009. From the internal audit department, it was established that all the four quarterly Internal Audit reports for FY 2016/2017 were produced.</p>
		<ul style="list-style-type: none"> <li>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: score 2.</li> </ul>	0	<p>From the Clerk to Council, CAO and the Internal Audit Department, it was established that by the time of this assessment, Ntungamo District Local Government had not yet provided information to Council and LG PAC on the status of implementation of internal audit recommendations raised during FY 2016/2017.</p>

		<ul style="list-style-type: none"> <li>Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1</li> </ul>	0	<p>From the Clerk to Council, it was established that the internal audit reports for FY 2016/2017 were submitted to LG PAC. Based on the minutes cited by this assessment, it was established that LG PAC had partially discussed and followed up recommendations from internal audit reports as per the summary below;</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Number issues discussed</th> <th>Date of discussion</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>3/5</td> <td>29.09.17</td> </tr> <tr> <td>Q2</td> <td>2/3</td> <td>27.02.17</td> </tr> <tr> <td>Q3</td> <td>1/17</td> <td>17.10.17</td> </tr> <tr> <td>Q4</td> <td>2/3</td> <td>16.10.17</td> </tr> </tbody> </table>	Quarter	Number issues discussed	Date of discussion	Q1	3/5	29.09.17	Q2	2/3	27.02.17	Q3	1/17	17.10.17	Q4	2/3	16.10.17
Quarter	Number issues discussed	Date of discussion																	
Q1	3/5	29.09.17																	
Q2	2/3	27.02.17																	
Q3	1/17	17.10.17																	
Q4	2/3	16.10.17																	
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	0	<p>The CFO informed this assessment that the assets register was taken by the Inspector General of Government (IGG) on 14/11/2017 for certain investigations. As such, the register was not availed for assessment.</p>															
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY: • unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0</p>	4	<p>From the Auditor General's report for FY 2016/2017, the assessment established that Ntungamo District Local Government received an unqualified audit opinion.</p>															
Assessment area: Governance, oversight, transparency and accountability																			

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<p>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>	2	<p>From Clerk to Council- Mr. Taritweba Dan the assessment exercise was availed with Council minutes for FY 2016/17 dated as follows: 26/10/2016; 27/01/2017; 27/04/2017; 21/12/2016; 29/03/2017; 26/05/2017; 11/12/2017 council met &amp; discussed service delivery issues ranging from Recommendation to protect Government Land; recommendation to check school dropout and increase school enrolment; recommendation to establish Rushenyi Teachers College &amp; recommendation to ban gambling/betting, TPC reports, monitoring reports, sector work plans etc.</p>
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 2.</li> </ul>	2	<p>From the Budget website, Planner is the designated person to coordinate response to feed-back.</p>
23	<p>The LG shares information with citizens (Transparency)</p>	<p>Evidence that the LG has published: • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</p>	2	<p>Payroll and Pensioner Schedule displayed at the Main DLG Notice Board which is very visible to the Public since it is at the entrance of the main building.</p>
	<p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that the procurement plan and awarded contracts and amounts are published: score 1</li> </ul>	0	<p>Consolidated Procurement Plan not displayed on the main notice board though some contracts are displayed.</p>
		<ul style="list-style-type: none"> <li>Evidence that the LG performance assessment results and implications, are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	0	<p>LG PA for the previous was not conducted at National level.</p>

24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p>	<ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	1	<p>A flimsy unreferenced file containing communications to LLGs from PAS's office was availed for assessment. It contained Budget call papers inviting LLGs for budget meetings, Quarterly review meetings, Policies &amp; Guidelines from MoLG and other forwarded letters from MDA's.</p>
	<p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG during previous FY has conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	0	<p>DLG did not provide reports nor receipts for barazas and radio programmes that were said to be carried out.</p>

Assessment area: Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG gender focal person has provided guidance and support to sector departments to mainstream gender into their activities score 2.</li> </ul>	2	<p>The GFP presented gender mainstreaming training report to heads of departments, community leaders, and subcounty chiefs dated 5/8/2016.</p> <p>The GFP presented planned activities for FY 2017/18. Planned activities: CBO</p> <ul style="list-style-type: none"> <li>• Functional Adult Literacy (FAL) budgeted at 21,490,248 (planned).</li> <li>• Support to Women Councils budgeted t 7,802,388</li> <li>• Support to PWDs planned for UGX: 3,901,196 (planned)</li> <li>• YLP and UWEP activitis and projects at UGX: 806,148,860.</li> </ul>
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• Evidence that gender focal point has planned activities for current FY to strengthen women's roles and that more than 90% of previous year's budget for gender activities has been implemented: score 2.

The DCDO presented receipts and vouchers on Spending to implement FAL and support to women council activities as follows:

Support to women Councils in Q1 FY 2016/17:

Voucher Number No: PVSTF-230: UGX: 984,000

Accountability for review meetings (4) report dated 10/5/2017: UGX: 900,000.

Total Budget for Q1 Women Council = 1,884,500

Percentage spent =  $(984,000 + 900,000) / 1,884,500 = 99.97\%$

FAL Activities Budget for QTR 1 = 5,164,750

Spending Receipt presented dated 15/3/2017 presented as follows:

Refresher training of FAL instructors: UGX: 1,321,000

Review Meeting at Sub County Headquarters: UGX: 868,000

Follow Ups, Supervision and Monitoring: UGX: 975,000

Total Spent =  $(1,321,000 + 868,000 + 975,000) =$  UGX: 3,164,000

Amount in Annual Work Plan/Allocation : 3,164,000

Percentage spent = 100%.

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

- 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 2

2

The LG Environmental Officer presented Environmental project briefs, EIAs, Screening reports: These include:

- Project brief for proposed slaughter slab at Rubare dairy market dated 27/9/2016;
- Review of EIA for Proposed Reconstruction of and Equipping of Kibatsi Technical Institute in Kibatsi Village, Ibale Parish dated: 3rd March, 2016.
- EIA review for Proposed POPO Oils Fuel Station dated 28/3/2017.
- Screening Report for Construction of 3 stance block at Rwembogo Primary School dated 5/4/2016.
- Screening Report for Construction of a 4 stance Latrine at Kanyahunde Market, Rubaare Sub County dated 02/03/2016.

- Evidence that the LG integrates environmental and social management plans in the contract bid documents: score 1

1

- Natural Resource Sector Work Plan and Annual Plan for FY 2017/18 shows planning and budgeting for Environmental activities;
  - Senior District Environmental Officer awarded the Certificate of Restoration to Nambale Enterprise (U) Ltd. Dated 24/11/2016
- The Senior District Environmental officer integrated ESM plans in selected projects: BOQs for Construction of 3 stance block at Rwembogo Primary School; and Construction of a 4 stance Latrine at Kanyahunde Market, Rubaare Sub County include provision for environmental mitigation and engravement.

		<ul style="list-style-type: none"> <li>Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	1	<p>LG presented land titles to prove ownership of land where projects are implemented as follows.</p> <p>Sample Certificates of Title for Ntungamo District Local Government:</p> <p>Free Hold Register Volume 1166 Folio 12: Plot 262, Ruhaama Block 35 at. Muko Ward Size: 8.557 Hectares. Registered: 26/4/2012. Ownership: Ntungamo District Local Governmnet of P.O. Box 1, Ntungamo.</p> <p>FreeHold Register Volume MBR 416, Folio 18; Block (Road) 27, plot 33,34,35 and 36 at Itojo; Size: 13.7190 Hectares; Registered: 27/6/2017. Ntungamo District Local Government (Itojo Hospital) of P.O. Box 1, Ntungamo.</p> <p>Freehold Register, Volume MBR434 Folio 6. Block (Road) 42 Plot 77 at Keijenje-Nyaburiza; Size: 26.982 Hectares; Registered: 16/08/2017. Owned by Ntungamo District Local Government (Nyarutuntu) of P.o. Box 1, Ntungamo.</p>
		<ul style="list-style-type: none"> <li>Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer: score 2</li> </ul>	0	<p>The Senior District Environmental Officer prepared and signed Environmental and Social mitigation certificate forms for:</p> <p>ESM Certification Form for Rehabilitation of Omukatoogo Kiziba-Ngomba-Kiziba Kayanga Road (15.4 KM) under CAIIP 3, Lot II Batch A. Dated: 10/8/2017.</p> <p>ESM Certification form for Rehabilitation of Community Access Roads –Bwongyera Sub County, Ntugamo District Under CAAIP-3 Lot 10, Batch. A. Dated: 01/6/2017.</p> <p>Partial ESM for Rehabilitation of 35.298 Ishaka –Kagamba Road from Gravel to bitumen standard from 25 KM to 35.298 KM. Dated 11/8/2016</p>



**LGPA 2017/18**

Educational Performance Measures

Ntungamo District

(Vote Code: 546)

Score 42/100 (42%)



No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human Resource Management				
1	The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	4	<ul style="list-style-type: none"> <li>Performance contract FY 2017/18 shows that Teachers budgeted for are 2178 in number.</li> <li>The total number of teachers budgeted for in place is sufficient to meet the threshold of One head teacher and teacher the current wage bill</li> <li>Total number of teachers required to meet the threshold is 1936 which is below the current budgeted number of 2178</li> </ul>
	Maximum 8 for this performance measure	<ul style="list-style-type: none"> <li>Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school for the current FY: score 4</li> </ul>	0	<ul style="list-style-type: none"> <li>Performance contract FY 2017/18 shows that Teachers planned for FY 2017/18 are 2178 in number</li> <li>Lists of schools shows that there 55 schools in the District that do not meet the threshold of one Head teacher and a cl teacher</li> </ul>
2	LG has substantively recruited all primary school teachers where there is a wage bill provision	<ul style="list-style-type: none"> <li>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</li> </ul>	6	<ul style="list-style-type: none"> <li>Performance contract FY 2017/18 shows that a total number of 2178 teachers are planned for this year</li> <li>LG approved staff structure for teachers is 3083</li> <li>Wage bill provision is for 2178</li> <li>All 2178 Teachers are in Place</li> </ul>
3	LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.	<ul style="list-style-type: none"> <li>Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	6	<ul style="list-style-type: none"> <li>Wage bill provision is for three inspectors(Senior inspector and two inspectors)</li> <li>HRM staff structures vide ARC 135/306/01 dated 30th January 2017 shows that Education department to have a total c which three are inspectors</li> <li>Staff list shows there are three inspectors of schools</li> </ul>
4	The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.	<ul style="list-style-type: none"> <li>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of Primary Teachers: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>Performance contract FY 2017/18 recruitment plan for 2017/18 shows plans to recruit 393 teachers</li> </ul>
	Maximum 4 for this performance measure	<ul style="list-style-type: none"> <li>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of School Inspectors: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>Staff registers shows that 3 inspectors of schools are recruited and in place.</li> </ul>

5	The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.  Maximum 6 for this performance measure	Evidence that the LG Education department appraised school inspectors during the previous FY • 100% school inspectors: score 3	0	This assessment reviewed the personnel file for the 2 Inspectors of Schools. The senior Inspector file CR/D/15371 and Ir whose file is CR/D/15200 had no appraisals reports for financial year 2016 on file.
		Evidence that the LG Education department appraised head teachers during the previous FY. • 90% - 100%: score 3 • 70% - 89%: score 2 • Below 70%: score 0	0	From the Human Resource Office, 25 out of 242 Headteachers personnel files were reviewed.  The Reviewed personel file were for the following primary schools ; Katomi,Kitwe mixed,Ruhaama, Rugarama,Igorora,Kihumuro,Kibingo 1 1 ,Kaboobo,Kiyooora,Kanyampumo, Kagongi,Kabasibo,Bakiharire,Rweikiniro,Karama,Kamahuri,kakoki,Rwankora,Ihunga,Ruhega,Kyamwasha,Kemishego,Ru and Kahenda Primary schools.,  All the Headteachers for the above primary schools had no Performance Assessment reports on their personnel file for c year 2016

Assessment area: Monitoring and Inspection

6	The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools  Maximum 3 for this performance measure	• 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	0	<ul style="list-style-type: none"> <li>• Guidelines, circulars, policies from MoEs provided include <ul style="list-style-type: none"> <li>o Circular ADM/282/137/02 Dated 10th March 2017 regarding 2017 Comprehensive education and sports Sector data cc exercise</li> <li>o DES/97/17 dated 16th January, 2017 on unlicensed/unregistered schools by PS MoES</li> <li>o Circular 8/2017 ADM 137/235/01 dated 9th May 2017 on adherence to school calendar</li> </ul> </li> <li>• Minutes from meetings held on 27/04/2017 shows that issues of unlicensed/unregistered schools was discussed</li> <li>• Sampled schools Muriisa, Kabira, Ihunga, Bushamba and St Francis primary schools shows that not all circulars were communicated</li> </ul>
		• 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, including on school feeding: score 2	0	<ul style="list-style-type: none"> <li>• Minutes from meetings between DEO and head teachers were not available or availed for review</li> </ul>
7	The LG Education Department has effectively inspected all private and public primary schools  Maximum 12 for this performance measure	• Evidence that all private and public primary 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.	0	<ul style="list-style-type: none"> <li>• Inventory of schools inspected in FY 2016/17 and School inspection reports shows that <ul style="list-style-type: none"> <li>• QTR 1 2016/17 150 government schools inspected and 0 private schools</li> <li>• QTR 2 2016/17 242 government schools inspected and 0 private schools</li> <li>• QTR 3 2016/17 - 171 government schools inspected and 2 private school</li> <li>• QTR 4 2016/17 131 government schools inspected and 0 private schools</li> </ul> </li> <li>• The district has 242 government and 178 private schools totalling to 420 schools to be inspected per term thus leading average of 42% coverage in inspections</li> </ul>
8	LG Education department has discussed the results/reports of school inspections, used them to make recommendations for corrective actions and followed recommendations  Maximum 10 for this performance measure	• 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	4	<ul style="list-style-type: none"> <li>• Minutes of departmental meetings that also included DISO and RDC invited dated 26/04/17 show that inspection report discussed under Min 1/2017(e) on licensing of schools and Approach to inspection in general and recommendations for improvement</li> </ul>

		<ul style="list-style-type: none"> <li>Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>Acknowledgement Note form 4 from DES dated 30th August 2017 shows that Ntungamo has only submitted reports for QTR inspection only</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that the inspection recommendations are followed-up: score 4</li> </ul>	0	<ul style="list-style-type: none"> <li>Sampled schools (Muriisa, Kabira, Ihunga, Bushamba and St Francis Primary Schools) show that no school inspections recommendations were provided or left behind and also followed up</li> </ul>
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>List of schools which are consistent with both EMIS reports and OBT: score 5</li> </ul> </li> </ul> <p>Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>Enrolment data for all schools which is consistent with EMIS report and OBT: score 5</li> </ul> </p>	0	<ul style="list-style-type: none"> <li>List of schools in DLG shows that there are a total of 242 government aided primary schools and 178 private schools</li> <li>EMIS forms shows that Ntungamo DLG has a total of 242 government aided schools and 115 private schools</li> <li>Performance contract shows that UPE enrollment is 99,000</li> <li>Enrolment data for primary schools for the DLG shows that there 91,498 UPE pupils</li> <li>EMIS forms show that there are 96, 032 UPE pupils</li> </ul>
Assessment area: Governance, oversight, transparency and accountability				
10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc...during the previous FY: score 2</li> </ul>	2	<p>Based on the minutes availed and dated as follows: 16/11/2016; 26/05/2016; 27/01/2017; 26/10/2016; 04/04/2016 the C committee for education met under the Social Services Standing committee which broadly comprises of Health, Education Affairs. The issues discussed included School monitoring report; Inspection report; PLE performance reports</p>
		<ul style="list-style-type: none"> <li>Evidence that the education sector committee has presented issues that requires approval to Council: score 2</li> </ul>	2	<p>The Education committee presented among other issues for consideration as follows: Monitoring reports; Overview of the &amp; Approval of Budget; Performance in PLE 2016; Effective &amp; Efficient Management of Schools; Inspection reports.</p>
11	<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) <ul style="list-style-type: none"> <li>100% schools: score 5</li> <li>80 to 99% schools: score 3</li> <li>Below 80% schools: score 0</li> </ul> </p>	5	<ul style="list-style-type: none"> <li>List of schools shows that all schools have SMCs</li> <li>Randomly Sampled five schools (Muriisa, Kabira, Ihunga, Bushamba and St Francis Primary Schools) all have SMCs and are on file showing meetings are being held and discussion of Budget and resource issues were seen in <ul style="list-style-type: none"> <li>Kabira Primary Schools- Meeting held on 10/03/17 under Min 08/2017, Min 09/2017 , meeting held 09/08/2017 under Min 10/2017</li> <li>Ihunga Primary School – Meeting held 23/03/17 under Min 5/17, Min 7/17</li> <li>Bushamba Primary School meeting held on 15/02/17 under Min 7/2017, Min 8/2017 and Min 9/2017 budget issues are discussed Meeting held on 29/09/2017 under Min 16/2017, Min 16a/2017 and under Min 16b/2017</li> <li>St Francis Primary School meeting held on 21/02/17 under Min 8/2017, Min 9/2017 shows budget discussions, also meeting held on 22/09/2017 under Min 16/2017</li> </ul> </li> </ul>
12	<p>The LG has publicised all schools receiving non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>	0	<ul style="list-style-type: none"> <li>No publication of schools receiving UPE non-wage grant on DLG Notice boards except block allocations to the education sector</li> </ul>

Assessment area: Procurement and contract management

13	<p>The LG Education department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	4	<ul style="list-style-type: none"> <li>Sector AWP FY 2017/18 shows that the department planned for construction of 9 Toilets, 1 Motor vehicle, One Hostel,</li> <li>DPU shows submission by DEO by April 30 FY 2016/17</li> </ul>
14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	0	<p>From the list of 6 payment requests raised in the Education Department in FY 2016/2017, 2 of them were recommended Head of Department after a period of more than one month while the remaining 4 were recommended within one week.</p>

Assessment area: Financial management and reporting

15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	0	<p>From the Planner &amp; Annual and Quarterly reports there is no proof that the Health department submitted the annual performance report to the planner by mid-July for consolidation.</p>
16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>If the sector has no audit query score 4</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points</li> <li>If all queries are not responded to score 0</li> </ul>	0	<p>From the quarterly internal audit reports for FY 2016/2017, it was established that the Education Department had 35 and 17 of which were not yet responded to by the time of this assessment.</p>

Assessment area: Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<p>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc...: Score 2</p>	0	<p>• Minutes of meeting between DEO and Head teachers not available/availed for review</p>
		<p>• 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>	0	<p>• Minutes of meeting between DEO and Head teachers not available/availed for review</p>
		<p>• Evidence that the School Management Committee meet the guideline on gender composition: score 1</p>	0	<p>• Five Sampled schools (Muriisa, Kabira, Ihunga, Bushamba and St Francis Primary Schools) all had two female representation in school foundation bodies except Kabira Primary School</p>
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated</p> <p>Maximum 3 points for this performance measure</p>	<p>• 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 3:</p>	3	<p>• Inspection reports for second quarter 2016/17 shows collaboration, dissemination and discussion of issues /guidelines in relation to tree planting and particularly fruit trees</p>



## **LGPA 2017/18**

Health Performance Measures

Ntungamo District

(Vote Code: 546)

Score 56/100 (56%)

No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Human resource planning and management				
1	<p>LG has substantively recruited primary health workers with a wage bill provision from PHC wage</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY • More than 80% filled: score 6 points, • 60 – 80% - score 3 • Less than 60% filled: score 0</p>	3	<ul style="list-style-type: none"> <li>• Current % filled is 558/737 (75.7%) There was no wage bill for recruitment of additional new staff. Recruitment was for replacements to fill the vacant positions</li> </ul>
2	<p>The LG Health department has submitted a comprehensive recruitment plan to the HRM department</p> <p>Maximum 4 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of health workers: score 4</p>	4	<ul style="list-style-type: none"> <li>• The LG submitted a staff recruitment plan on to HRM. Vacant positions for replacement of critical cadres at HCIV; 1 senior medical officer, 1 medical officer and 3 Anaesthetics officers. At the health department, recruitment was submitted for Principal Health Inspector, Senior Health Educator, Cold Chain Technician Advert through the district service commission was on publicized on January 4th 2018 for the vacant posts</li> </ul>
3	<p>The LG Health department has ensured that performance appraisal for health facility in charge is conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the health facility in-charge have been appraised during the previous FY: o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0</p>	0	<p>The District has one District Hospital called Itojo and 3 HCIVS ( Rubaare,Kitwe,and Rwashameire) From the personnel files this assessment established that the Health Unit charges for all the above facilities had no performance Assessment reports on their file for financial year 2016/2017</p>

4	<p>The Local Government Health department has equitably deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Health department has deployed health workers equitably, in line with the lists submitted with the budget for the current FY: score 4</li> </ul>	4	<p>Based on the staff deployment list, health care workers are deployed according to staff establishment, however, the department is in the process of redeployment of staff according to the workload. Current staff deployed at Itojo Hospital 141, Kitwe HCIV 37, Ruhama HC3 16, Rwashamire HCIV 38, Rubale HCIV 37. All staff deployed at these facilities were in the staff list submitted with the budget for this FY</p>
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Assessment area: Monitoring and Supervision

5	<p>The DHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the DHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	3	<p>The health department indicated that most of the circulars are received as soft copies, printed and shared with Health facilities during trainings and review meetings with health facility in-charges. Immunisation and Practice manual and Uganda Immunisation Policy 3rd Edition June 2017 distributed during the quarterly review meeting with HF in-charges following a training in February 27th – March 3rd 2017;</p> <p>Instruction to support Ministry of Health and Partners in minimizing wastage of Implanon classic. DHO wrote to all HF in-charges on 4th November 2017</p>
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		<ul style="list-style-type: none"> <li>• Evidence that the DHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	3	<p>The DHO holds meetings with health facility in-charges and communicates any information from MoH. For example, there was an Action memo dated 16th Dec 2016 for a meeting with health facility in-charges. During the meeting the DHO provided guidance on conducting quarterly HUMC meetings, utilisation of PHC non-wage funds and supplies for meternity wing at Kiwe and Rubare HCIV.</p> <ul style="list-style-type: none"> <li>• Immunization and Practice manual and Uganda Immunization Policy 3rd Edition June 2017 distributed during the quarterly review meeting with HF in-charges following a training in February 27th – March 3rd 2017;</li> </ul>
6	<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 has supervised 100% of HC IVs and district hospitals: score 3</p>	0	<p>There were only two quarterly reports for the DHT integrated support supervision available.</p> <p>DHT reports: Q4 6th July 17 14 HF were assessed (3 HC4, 9 HC3, 1 HC2 1 Hosp; Q1 29th Sept 2016 11 health facilities were assessed (HC3 7, 1 Hosp, HC4 3)</p>
		<p>Evidence that DHT has supervised lower level health facilities within the previous FY: • If 100% supervised: score 3 points • 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>	0	<p>There were only two quarterly reports for the DHT integrated support supervision instead of the mandatory 4 quarterly supervisions. Only 7/33 lower HFs were supervised in Q1 and 9/33 in Q4.</p> <p>The District LG has a total of 39 facilities: 1 Hospital, 3 HC4, 10 HC3, 23 HC2 and 2 PNFP facilities.</p>

7	<p>The Health Sub-district(s) have effectively provided support supervision to lower level health units</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that health facilities have been supervised by HSD and reports produced: • If 100% supervised score 6 points • 80 - 99% of the health facilities: score 4 • 60 - 79% of the health facilities: score 2 • Less than 60% of the health facilities: score 0</p>	0	<p>Out of the 3 Health Sub-districts, reports were available for only 3 quarters at Ruhama Health district (Q1 30 Aug 2016, Q2: 09 Nov 2016 and 10 Mar 2017 for Q3. At Kitwe HSD only Q1 and Q2 reports were available though no dates indicating the dates the report was prepared while at Rubale HSD Q2 report held on 15 Nov 2016 was available. None of the HSD had all the 4 mandatory support supervision reports.</p>
8	<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>	<p>• Evidence that the reports have been discussed and used to make recommendations for corrective actions during the previous FY: score 4</p>	4	<p>The DHT supervision reports have a section of reviewing previously identified action points, agreed action plans and progress to date before initiating the support supervision. The Reports are also discussed in the District Review meetings and recommendations for corrective action made.</p> <p>E.g. in Q1 support supervision it was noted that there was poor waste segregation in the Lab at one of the facilities. A recommendation was put in place to obtain coloured bins and bin liners for waste segregation.</p>
		<p>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</p>	6	<p>The supervision reports clearly indicate that the recommendations are followed up and action taken. At Kitwe HC4, the roof was leaking, this was followed up to the Town Council which provided funds to repair the roof. At Itojo hospital fridge that was dysfunctional and follow up with the district cold chain assistant ensured the fridge was repaired by the time of the next supervision</p>

9	<p>The LG Health department has submitted accurate/consistent reports/date for health facility lists as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>List of health facilities which are consistent with both HMIS reports and OBT: score 10</li> </ul> </li> </ul>	10	<ul style="list-style-type: none"> <li>The LG has a total of 39 health facilities in OBT who are submitting HMIS2 tools in DHIS2. At the District, the district biostatistician submits HMIS forms for all facilities in the district including Municipal council, prisons, police, PFP and PNFP health facilities since information is required for health monitoring and planning</li> </ul>
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Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	2	<p>Based on the minutes availed and dated as follows: 16/11/2016; 26/05/2016; 27/01/2017; 26/10/2016; 04/04/2016 the Council committee for Health met under the Social Services</p>
		<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	2	<p>The Standing Committee for Social Services which also considers service delivery issues for Health considered the following issues: (i) Over view of the Work Plan &amp; Budget for FY 2017/18; (ii) Health Inspection &amp; Monitoring reports; Marternal Health; Welfare of the Health sector staff especially housing on the dates of 16/11/2016; 26/05/2016; 27/01/2017; 26/10/2016; 04/04/2016.</p>

11	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 5 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 5</li> <li>• If 80-99% : score 3</li> <li>• If 70-79%: : score 1</li> <li>• If less than 70%: score 0</li> </ul>	0	<ul style="list-style-type: none"> <li>• All the 5 sampled facilities currently have functional HUMC however, only one Itojo Hospital had all the 4 HUMC meetings minutes available. Therefore only 1 out of 5 (20%) of the facilities held the 4 mandatory HUMC meetings</li> <li>• Itojo Hospital (28 Nov 2016, 21 Dec 2016, 13 Oct 2016, 31 Mar 2017) the meetings were concentrated in Q2 due to ongoing construction at the hospital</li> <li>• Kitwe HC4: meetings were held on 16 Nov 16 and 15 May 2017</li> <li>• Ruhama HC3 meetings were held on 23 June 17 (Committee had expired in July 2016 and district had not yet appointed new members)</li> <li>• Rwashamire HCIV; minutes for Q4 were available 18th May 2017</li> </ul> <p>At Rubale HCIV meeting minutes for Q1 07 July 2016 and Q2 14 Oct 2016 were available</p>
12	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>	3	<p>The LG has publicised the 39 facilities receiving PHC funds on the Health Department notice board.</p>

Assessment area: Procurement and contract management

13	<p>The LG Health department has submitted procurement requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul> <p>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2</p>	0	<p>The annual Procurement requests submitted on 21st Sept 2017 but was received on 06th Dec 2017. DHO prepared the request but he was on emergency sick leave.</p> <p>Q1 request was not submitted to PDU on time since the performance contract was submitted in January 2018 to MoFPED</p>
14	<p>The LG Health department has supported all health facilities to submit health supplies procurement plan to NMS</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Health department has supported all health facilities to submit health supplies procurement plan to NMS on time:</li> <li>• 100% - score 8</li> <li>• 70-99% – score 4</li> <li>• Below 70% - score 0</li> </ul>	8	<ul style="list-style-type: none"> <li>• Ntungamo LG has a total of 37 government health facilities, in NMS 41 facilities are submitted procurement plans and these includes 2 facilities (Ntungamo Police and Ntungamo Prison HCII) which receive funding from Ministry of Internal Affairs and 2 facilities under the Municipal Council. All the procurement plans are submitted through the district health office</li> </ul>
15	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 2 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the DHO (as per contract) certified and recommended suppliers timely for payment: score 2 points</li> </ul>	2	<p>From the list of 4 payment requests raised in the Health Department in FY 2016/2017, it was established that all were recommended by the Head of Department within one week.</p>

Assessment area: Financial management and reporting

16	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	0	<p>From the Planning Unit no proof of submission of annual/Quarterly reports was availed during assessment.</p>
17	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>If sector has no audit query score 4</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 points</li> <li>If all queries are not responded to score 0</li> </ul>	0	<p>From the quarterly internal audit reports for FY 2016/2017, it was established that the Health Department has 8 audit queries which were not yet responded to by the time of this assessment.</p>
Assessment area: Social and environmental safeguards				
18	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines: score 2</li> </ul>	0	<p>HUMC members don't meet the gender composition of at least one third female; Itojo Hospital 1/9, Kitwe HC4 2/9, Ruhama HC3 2/7, and Rubale 1/6 members are female, Rwashamire HC4 3/9 met the HUMC composition</p>
		<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2</li> </ul>	0	<p>There was no evidence that sanitation guidelines were issued to health facilities although toilets were separated and labeled at Itojo Hospital, Ruhama HC3, and Rubale HC4</p>

19	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 2 points</p>	<ul style="list-style-type: none"> <li>• Evidence that the LGs has issued guidelines on medical waste management, including guidelines for construction of facilities for medical waste disposal : score 2 points.</li> </ul>	2	<p>Representatives from facilities were trained by the district with support from RHITES-SW and waste care management guidelines issued. Mentorships have been conducted and a report was available for February 2nd 2017 where six facilities were mentored, a report dated 31st May 2017 was a follow up visit to health facilities</p>
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## **LGPA 2017/18**

Water & Environment Performance Measures

Ntungamo District

(Vote Code: 546)

Score 46/100 (46%)



No.	Performance Measure	Scoring Guide	Score	Justification
Assessment area: Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: score 10</li> </ul>	10	<ul style="list-style-type: none"> <li>From the DWO, a Summary showing the average safe water coverage of the district (73%) and each of the sub counties was Obtained from the national water atlas</li> <li>6 Sub-counties are below the average safe water coverage and these included Bwogyerao 68%, Nyakyera 69%, Rubare 72%, Rukoni East 52%, Rugarama 63% and Rwekiniro 72%</li> <li>All the 6 sub-counties below the district safe water coverage were targeted in the AWP 2017/2018</li> </ul>
2	<p>The LG Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY: score 15</li> </ul>	15	<ul style="list-style-type: none"> <li>From the AWP and budget for financial year 2016/2017 and the annual progress reports on quarterly basis submitted to the line ministry, it was established that 51 water facilities were planned and implemented Including 27 springs, 2 designs of GFS, 12 Tanks, and 20 bore hole rehabilitations</li> <li>From the progress reports submitted to MoWE it was established that all the 6 Sub counties with safe water coverage below the district average safe water coverage were targeted and these included Bwogyero, Nyakyera, Rubare, Rukoni East, Rugarama and Rwekiniro</li> </ul>
Assessment area: Monitoring and Supervision				

3	<p>The LG Water department carries out monthly monitoring and supervision of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the LG Water department has monitored each of WSS facilities at least annually. • 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>	0	<ul style="list-style-type: none"> <li>- From the AWP and progress reports from the DWO it was established that 51 projects were implemented.</li> <li>- From the DWO it was established that there were no supervision and monitoring reports available for 51 projects implemented .</li> </ul>
4	<p>The LG Water department has submitted accurate/consistent reports/data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data for the current FY: o List of water facility which are consistent in both sector MIS reports and OBT: score 10</li> </ul>	0	<ul style="list-style-type: none"> <li>• The reports of MIS obtained from MoWE, the performance contracts and the OBT attached to AWP 2017/2018 submitted to MoWE shows that some of the projects are not consistent.</li> <li>• In OBT there are 10 springs while in the work plan submitted to the MoWE indicates 16 springs</li> </ul>

Assessment area: Procurement and contract management

5	<p>The LG Water department has submitted procurement 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>	<p>Evidence that the sector has submitted procurement requests to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	0	<ul style="list-style-type: none"> <li>• From the DWO it was established that there were no records of submission of investment projects to PDU for procurement.</li> </ul>
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6	<p>The DWO has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If the DWO prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>- From the DWO it was established that was no contract management plan in place for the contracts implemented</li> <li>- From DWO it was established that they were no site meeting minutes, no site reports</li> </ul>
		<ul style="list-style-type: none"> <li>• If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>- From the sampled projects of katooma, Kagorogoro, kacwampare, kinyomozi and rwamabondo VIP latrine , it was established that the facilities were constructed according to designs and specifications,</li> </ul>
		<ul style="list-style-type: none"> <li>• If contractor handed over all completed WSS facilities: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>- From the capital project file it was established that they were No handover reports by the contractor</li> </ul>
		<ul style="list-style-type: none"> <li>• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>- From the capital projects file, it was established that all the projects implemented were certified by DWO for payment and completion reports attached. These included Nyakyera GFS, RWT in Rukoni East, Rwekiniro, Rugarama and Rubare.</li> </ul>
7	<ul style="list-style-type: none"> <li>• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	3	<p>From the list of 8 payment requests raised in the Water Department in FY 2016/2017, it was established that 7 were recommended by the Head of Department within one week and the other 1 request took about two weeks.</p>
Assessment area: Financial management and reporting				

8	<p>The LG Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	0	<p>From the Planner/Planning unit it was established that there was no proof of annual records submitted for the period under review.</p>
9	<p>LG Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>If sector has no audit query score 5</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> <li>If queries are not responded to score 0</li> </ul>	0	<p>From the quarterly internal audit reports for FY 2016/2017, it was established that the Water Department has 7 audit queries, 4 of which were not yet responded to by the time of this assessment.</p>

Assessment area: Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	3	<p>Based on the Standing committee minutes availed &amp; dated as follows: 15/02/2017; 19/04/2017; 15/03/2017; 27/04/2017; 26/05/2017; 30/08/2016 provide proof that the committee responsible for water which fall under the Works, Technical Services, Water, Community Services &amp; Urban Development met.</p>
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		<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	3	<p>Based on the sampled Standing Committee minutes dated 15/02/2017; 19/04/2017; 15/03/2017; 27/04/2017; 26/05/2017; 30/08/2016 the following issues: Water &amp; Sanitation report; Water Sector Work Plan; Construction of Water Tanks at the sites of Kakiika &amp; Kaina HC; Nyakiba Secondary School Spring; Rain Water Harvesting Tanks at Kakinda Primary School &amp; Kaina HC can be captured as proof of presented issues for the water sector that required approval of Council.</p>
11	<p>The LG Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>From the district notice board, it was established that they were displays of releases, procurements plans</li> <li>From the DWO A report on advocacy meetings was compiled on 15/11/2016 and was established that there were discussions of expenditures and releases</li> </ul>
		<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>From the 5 sampled projects in the field which included Nyakyera, kinyomozi Nyakabare, Ruhara spring and Rwamabondo latrine, it was established that all had no sign boards</li> </ul>
		<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	2	<ul style="list-style-type: none"> <li>From the district notice board it was established that, invitation to tenders, best evaluated bidders were displayed on notice board</li> </ul>

12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> <li>If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	0	<ul style="list-style-type: none"> <li>From the Application file in the DWO, it was established that there were community applications but there was no community contribution for the financial year 2017/2018</li> </ul>
	Maximum 3 points for this performance measure	<ul style="list-style-type: none"> <li>Number of water supply facilities with WSCs that are functioning evidenced by collection of O&amp;M funds and carrying out preventive maintenance and minor repairs, for the current FY: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>From the 5sampled project of Nyakyera GFS, katooma spring, kagorogoro spring, kacwampare spring and kinyomozi spring, it was established that there were no collection of O&amp;M fees</li> </ul>

Assessment area: Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	0	<ul style="list-style-type: none"> <li>From the DWO it was established that the environmental and social screening was not done</li> </ul>
	Maximum 4 points for this performance measure	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	0	<ul style="list-style-type: none"> <li>From the DWO it was established that there were no follow up support on environmental concerns in the financial year 2016/2017</li> </ul>
		<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	1	<ul style="list-style-type: none"> <li>From the capital project file in the DWO it was established that the BOQs for spring protection had environmental clauses in the item no, 801,802 and 803 which addressed the environmental issues</li> </ul>
14	The LG Water department has promoted gender equity in WSC composition.	<ul style="list-style-type: none"> <li>If at least 50% WSCs are women as per the sector critical requirements: score 3</li> </ul>	0	<ul style="list-style-type: none"> <li>From the DWO progress reports it was established that the composition of women on WSC is less than 50%</li> </ul>
	Maximum 3 points for this performance measure			

15	<p>Gender- and special-needs sensitive sanitation facilities in public places/RGCs.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	3	<p>From the sampled project of construction of 5-stance VIP Latrine at Rwamabondo, it was established that the facility had adequate access, a ramp and privacy, separation for men and women.</p>
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