



Local Government Performance Assessment

Ntungamo Municipal Council

(Vote Code: 775)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	68%
Educational Performance Measures	89%
Health Performance Measures	72%
Water Performance Measures	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Annual Performance Contract Submitted & received at MoFPED on 19/7/2018 which is within the timeline date of 1st August 2018</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>Consolidated Procurement Plan was accompanied to the Budget 2018/2019.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>Annual Performance report- Q4 was submitted to MoFPED and received on 10/8/,2018 which is outside the timeline</p>	<p>No</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>Quarterly Budget performance report submitted as follows: Q1 dated 8/2/2018 Q2 dated 12/2/2018 Q3 dated 3/07/2018 Q4 dated 10/08/2018 which is outside the timeline</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>The MC provided and submitted information to the PS/ST on the status of implementation of internal audit findings for the financial year 2017/2018 in a letter REF NMC/CR252/1 dated 6TH April 2018 which was received by the MOFPED on 9th April 2018.</p> <p>The response for the Internal Auditor Generals findings were in letter REF NM/CR/252/18 dated April 06, 2018 which was received by the MOFPED on April 09, 2018. All the 3 audit queries in the OAG report were accordingly responded to. This was before the deadline of 30th April 2018 required by the PFMA.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The external audit report for the FY 2017/18 was unqualified..</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>From the assessment it was established that Ntungamo Municipal Council had a functional Physical Planning Committee appointed on 30/8/2018 Ref NMC /CR/214/20. A letter designating members of the Urban Physical Planning Committee from the Town Clerk available on file.</p> <p>Minutes of the physical planning meetings undertaken as follows: 22/5/2018,10/4/2018,9/3/2018,5& 7/12/2017,12/9/2017,18/7/2017 ,12/9/2017 and 18/7/2017</p>	1
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>The Municipal physical planner had Submitted to MOLHUD the following set of minutes 10/4/2018 & 9/3/2018, 5th & 7th December 2017, were received at MOLHUD on 25/1/2018 and 18/5/2018 respectively.</p>	1

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>In the absence of a Physical Development plan, it was difficult to ascertain any consistency of planning with new infrastructure investments</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>The assessment established that there was no evidence that an action Area plan had been prepared during the previous FY</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>From the AWP page 97 under education sector had priorities such as: Construction of staff house at Ruhoko & Rukindo primary schools at UGX 150,165,000, Installation of street lights from Karyaija road to Rukungiri road UGX 200,000,000, which are based on the outcomes of the budget conference held on 6th November 2017</p>	<p>2</p>
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>Capital investments in the approved AWP for FY 2018/19 were derived from the 5 year Municipal Development Plan as shown here under;</p> <p>Installation of street lights , Construction staff houses at Ruhoko and Rukindo primary schools as a priorities was found in the Development Plan (2015/2016-2019/2020) (Pg.97) which demonstrates clear linkage</p>	<p>1</p>
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>This assessment established that there was no evidence that the LG had developed Project Profiles</p>	<p>0</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>There was no evidence that the LG had compiled Annual statistical abstract, with gender- disaggregated data to support budget allocation and decision-making</p>	<p>0</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>From the AWP and Budget Performance report, infrastructure projects as; Construction of slaughter slab at UGX 97,988,000, Construction of two 5 stance VIP pit latrines at UGX 58,115,000, Construction of staff house at Ntungamo HCIV at UGX 120,829,000, Upgrading of 0.4km of urban road to Bitumen standard at UGX 365,869,000 were some of the infrastructure projects implemented that show linkage with the approved budget by the Council.</p>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>Reviewed payment certificates for the sampled investments (Construction of slaughter slab at UGX 97,988,000, Construction of two 5 stance VIP pit latrines at UGX 58,115,000, Construction of staff house at Ntungamo HCIV at UGX 120,829,000, Upgrading of 0.4km of urban road to Bitumen standard at UGX 365,869,000) investments were completed as per work plan by end of FY. MLG had already issued Final certificates of completion indicating 100% execution</p>	<p>4</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>From the Municipal annual budget performance report a number of projects have been reported completed within the budget and these include:</p> <p>Construction of slaughter slab at UGX 97,988,000, Construction of two 5 stance VIP pit latrines at UGX 58,115,000, Construction of staff house at Ntungamo HCIV at UGX 120,829,000, Upgrading of 0.4km of urban road to Bitumen standard at UGX 365,869,000 were completed within approved budget</p>	<p>2</p>

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>Budget for O&M in FY 2017/2018 was UGX. 17,170,000 and UGX 9,146,000 of the budget was spent according to the vouchers availed representing 53%</p>	<p>0</p>
<p>Human Resource Management</p>			

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure.

• Evidence that the LG has filled all HoDs positions substantively: score 3

• Not all HoDs positions are substantively filled at the Municipality of Ntungamo during FY 2017/18. As per the staff structure, there are 11 HoDs and heads of units. In Ntungamo Municipality, 9 HoDs and units are substantively filled. This represents 82% of positions filled. Broken down as follows:

? Chief Finance Officer (Nuwamanya Barnex Dan) – Substantively filled by as Chief Finance Officer by appointment letter dated 19.06.2017 under DSC min. 75/2017 signed by Ahimbisibwe Christopher.

? District Education Officer (by Turigye Glades) – position is filled substantively by appointment letter dated 11/04/2014 and minute DSC/32/2014 and signed by Ocen Ambrose.

? Principle HR Officer position (Asiimwe Raymond) – Substantively appointed by letter dated 04.01.2016 with min extract DSC/309/2015 and signed by Ocen Ambrose.

? District Internal Auditor position – filled on assignment (by Natusiima Caleb) with letter dated 4/1/2016 under min DSC 307/2015 and letter signed by Ocen Ambrose.

? District Health Officer (Dr. Ahimbisibwe Christopher) – position substantively filled as per appointment letter dated 17/7/2017, minute DSC/63/2017 and letter signed by Ahimbisibwe Christopher.

? District Production & Marketing Officer (Tusingwire Hillary) – position is not substantively filled but only acting staff assigned as per letter of 4th July 2018 with ref NMC/CR/156/6.

? Senior Procurement Officer (Sunday Amdan) – position filled as per appointment letter 04/7/2012 under min DSC/250/2012 and signed by Abirebe Assy Tumwesigye.

? Dist Community Based Services Officer (Kahwezi Gordon) – position substantively filled as per appointment letter dated 1st Oct 2016 under DSC min. 189/2016 and signed by Ssebudde Joseph.

? Natural Resources Officer – position is not substantively filled but only assigned duties (by Muhwezi Stephen) as per letter dated 26/4/2018 – signed by Semugabi Shem.

? Trade and Industry position – filled on assignment (by Meruanzi Joseph) with letter dated 10/10/2016 under reference NMC/CR/153/1 and signed by Ssebudde Joseph.

<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"> • Appraisals during FY 2017/18: All 11 HoDs and Units were appraised during FY 2017/18 using standard guidelines from MoPS by various officers. This represents 100% of HoDs appraised. Appraisal dates for some of those HoDs were: 21/7/2017 signed by Semugabi Shem, 31.06.2018 for Administration Hod signed by Kahwezi Gordon, 30.7.2018 for Dist Health Officer signed by Ahimbisibwe Christopher, 10.7.2018 for Turigye Glades (DEO) signed by Ahimbisibwe Christopher, 05.8.2018 for Works Engineer (Ankuzire Frank) signed by Asiimwe Raymond. Having all HoDs appraised represents 100% compliance of this indicator. 	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<ul style="list-style-type: none"> • According to records viewed, submission lists viewed and personnel personal files looked through, there were 13 staff submitted to DSC by Town Clerk's office via HR section for recruitment. Some of these submissions viewed were dated 6/2/2018 (Enrolled Midwife), 15/5/2018 for positions such as Asst Town Clerk, Plant Operator, Municipal Engineer, Personal Secretary, Accountant etc, submission of 23/11/2017 for positions such as Town Engineer, 22/11/2017 for positions such as Health Asst. Etc. All submissions were signed by Ahimbisibwe Christopher. New Vision advert dated 26th July 2017 and internal adverts dated 21/12/2017 both confirmed that DSC considered these submissions of 13 in full. The internal advert was signed by Byamukama Henry. This represents 100%. 	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<ul style="list-style-type: none"> • According to records viewed, submission lists viewed and personnel personal files looked through, there were no positions submitted to DSC by Town Clerk's office via HR section for confirmation. These submissions viewed indicate that absence of any submission of position for confirmation represents 100% due to absence of assessable indicator. 	<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 	<ul style="list-style-type: none"> • According to review of submission lists for disciplinary action, only one staff was submitted for disciplinary action in Ntungamo Municipality. Records submitted indicate that this one staff was discussed during a DSC meeting convened on 28/9/2017. Disciplinary decision was arrived at as per reference NMC/CR/156/5 and signed by Ahimbisibwe Christopher. Compliance in considering the only staff submitted for disciplinary action represents a consideration of 100%. 	<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"> • In Ntungamo Municipal Council during FY 2017/18, there were no new staff recruited and therefore no new staff could access payroll within at least two months of recruitment. This therefore represents 100%. 	<p>3</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>Ntungamo Municipal Council submitted only 3 staff who retired during FY 2017/18. The staff pension payroll list presented and verified indicated that these three retired staff:</p> <p>(Muhumuza George Munyanisa, Head Teacher) IPPS 597857 retired on as per letter of retirement dated 11/10/2017 – accessed payroll register on 30/6/2018 i.e. 8 months later,</p> <p>Kewooda Alice (Nursing Asst – IPPS 759136) retired as per payroll register and letter dated 11/4/2018 – accessed pension payroll on 9/6/2018 i.e. 2 months later;</p> <p>Karatungye Deziderius (Asst. Education Officer) retired as per payroll register and letter dated 03/12/2017 - accessed pension payroll on 5/6/2018 i.e. 5 months later. Pension Invoice payroll verified against IPPS numbers of these staff showed that one out of 3 of these retired staff accessed his gratuity pension pay within 2 months of retiring and the other two accessed beyond 2 months. Therefore, one staff who accessed pension payroll within 2 months of retirement in Ntungamo Municipality represents 33.3% compliance.</p>	<p>0</p>
<p>Revenue Mobilization</p>			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>The Municipal Council OSR increased by 12% from UGX 250,376,240 in the FY 2016/7 to UGX 279,704,857 in the FY 2017/18. This is greater than 10% increment. (Source: financial statements for FY 2016/17 and 2017/18).</p> <p>NB: The figure for revenue of UGX 250,376,240 in the final accounts for FY 2016/17 was arrived at after deducting an extraordinary income of UGX 59,654,000 from sale of trees- on page 40 of the final accounts for FY 2016/17.</p>	<p>4</p>

<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>The actual/budget revenue collection ratio for the FY 2017/18 was 33% (UGX 279,704,857 /842,345,262). This resulted in a budget variance of 67 % which is higher than 10%.(Source: budget and financial statements for FY2016/17)</p> <p>NB. The budgeting criteria used by the MC was a wrong one one because they included the funds for all divisions in the MC budget. As a result, it was not possible to isolate the divisions' budgeted revenues from the MC revenues for the purpose of comparison.</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>The MC remitted UGX 4,887,500 of the total UGX 9,590,591 Local Service Tax (LST) collected from payroll to Divisions. This constitutes 51% in accordance with the LGA. All the rest of the revenues were collected by the Divisions. There were no evidence of any other revenue collected at the MC headquarters.</p>	<p>2</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>The LG spent UGX 72,450,940 in the FY 2017/18 on Council allowances and emoluments compared to UGX250,376,240 collected in the FY 2016/17. This constituted 29% of OSR for the FY 2016/17 (more than 20%) as per Section 4 of the Local Governments Act.</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>The district had a substantively appointed procurement officer (Sande Hamudani) appointment letter dated 04/07/2012 under minute DSC 250/2012 signed by Town Clerk and the position of assistant procurement officer was not filled.</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>For all the three projects that were implemented in the previous FY 2017/2018 there was evidence that the TEC produced and submitted reports to the contracts committee as shown below;</p> <ul style="list-style-type: none"> Construction of toilets at Ntungamo P/S, the TEC produced the evaluation report on 20th March 2018 under minute number MINEC04/03/2018 (proc. ref. Ntun775/WRKS/17-18/00004) and submitted to the contracts committee on the same day. Construction of slaughter slab in Western division the, the TEC produced the evaluation report on 13/02/2018 under minute number MINEC04/02/2018 (proc. ref. Ntun775/WRKS/17-18/00003) and submitted to the contracts committee on the same day. Construction of staff house at Ntungamo health centre IV, the TEC produced the evaluation report on 13/02/2018 under minute number MINEC04/02/2018(proc. ref. Ntun775/WRKS/17-18/00002) and submitted to the contracts committee on the same day. 	<p>1</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The contracts committee considered the recommendations of the TEC and approved the award of the contracts without any deviations for all the projects.</p> <ul style="list-style-type: none"> • Construction of toilets at Ntungamo Primary School, CC sat on 20th March 2018 and approved the award as per TEC recommendations under minute number 05/3/CC/17/18. • Construction of slaughter slab in Western division, CC sat on 13th February 2018 and approved the award as per TEC recommendations under minute number 05/2/CC/17/18. • Construction of staff house at Ntungamo health centre IV CC sat on 13th February 2018 and approved the award as per TEC recommendations under minute number 04/2/CC/17/18. 	<p>1</p>
<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	<p>There was evidence that the procurement and disposal plan for FY 2018/2019 availed which was received by PPDA on 30th August 2018 covers all Infrastructure projects in the approved AWP for the current FY 2018/2019 generated on 16th July 2018 and signed by the Town Clerk.</p> <p>The LG procured as per the procurement plan in the previous FY 2017/18, all the sampled projects that were implemented existed in the procurement plan of the FY 2017/2018.</p>	<p>2</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>According to the procurement plan for the FY 2018/2019 which was received by PPDA on 30th August 2018, there were 9 infrastructure projects (exclusive of road maintenance) and the LG had only prepared the bid documents for 4 projects (45%) by 30th August 2018.</p>	<p>0</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>The LG had an updated contracts register for the previous FY 2017/2018 with all the sampled projects registered and procurement activity files were complete.</p>	<p>0</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): <p>score 2.</p>	<p>According to PPDA guidelines 2008, all works projects above 50 million open bidding should be used while those below 50 million selective bidding should be used.</p> <ul style="list-style-type: none"> • Construction of toilets at Ntungamo P/S was budgeted 70 million Ushs and the procurement method used was open national bidding. • Construction of slaughter slab in Western division was budgeted 106 million Ushs and the procurement method used was open national bidding. • Construction of staff house at Ntungamo health centre IV was budgeted 142 million Ushs and the procurement method used was open national bidding. <p>The above indicated that the LG adhered to procurement thresholds for all the three projects that were implemented in the previous FY 2017/2018.</p>	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • 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>For all the infrastructure projects implemented there was evidence of certification and all projects were issued with both interim and completion certificates as indicated;</p> <ul style="list-style-type: none"> • Construction of toilets at Ntungamo P/S two certificates were issued; the first one dated 21/05/18 with amount due totaling 24,185,935Ushs approved by the Town Clerk on 21/05/18 and the second one dated 18/06/18 with amount due totaling 42,122,840Ushs approved by the Town Clerk on 18/06/18. • Construction of slaughter slab in Western division three certificates were issued; the first one dated 06/04/18 with amount due totaling 58,579,226Ushs approved by the Town Clerk on 09/04/18, second one dated 24/04/18 with amount due totaling 33,250,000Ushs approved by the Town Clerk on 27/04/18 and the third one dated 13/06/18 with amount due totaling 8,153,524Ushs approved by the Town Clerk on 13/06/18. • Construction of staff house at Ntungamo health centre IV three certificates were issued; the first one dated 06/04/18 with amount due totaling 56,791,000Ushs approved by the Town Clerk on 09/04/18, second one dated 18/06/18 with amount due totaling 43,057,828Ushs approved by the Town Clerk on 18/06/18 and the third one dated 19/06/18 with amount due totaling 34,986,489Ushs approved by the Town Clerk on 19/06/18. 	<p>2</p>

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>For all the projects that were implemented in the previous FY 2017/2018 none had a site board.</p>	<p>0</p>
<p>Financial management</p>			
<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The monthly bank reconciliation statements (BRS) for the FY 2017/18 were available. The BRS for the months of July and August 2018 were in place and both signed on 3rd October 2018 by both the Senior Assistant Accountant(Nuwagira Fred) and the Principal Accountant (Nuwamanya Bannex)</p>	<p>4</p>

<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>The LG paid suppliers on time because all the contracts examined indicated that the LG paid the contractors within 30 days of the invoice as per the contracts. The two projects were examined. The project implemented in education sector for construction of 10 stances of Pit latrine at Ntungamo Primary school in the Municipality as per payment voucher PV 17883082 (amounting to UGX 22,734,779) for Landmark International Ltd (Contractor) . The payment claim by the contractor was dated 25th April 2018 and received by the Municipal Engineer on 21st May 2018 issued a certificate on the same day and recommended on the same day to the TC for approval. The payment was made on 28th May 2018 (after 7 days).</p> <p>The LG health department certified and recommended payments to suppliers on time. Only one project was implemented for construction of staff houses at Health centre IV in Ntungamo Municipality as per payment voucher PV 18272465 (amounting to UGX 34,986,571) for Gremu Trading Company (Contractor). The payment claim by the contractor was dated 18th June and received by the Municipal Engineer on 18th June 2018 and recommended on the same day to the TC for clearance. The payment was made on 21st June 2018 (3 days later).</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The Municipal Internal Auditor (Mr Caleb Natusiima) was substantively appointed a Senior Internal Auditor (scale U3) by the District Service Commission under minute NO. 307/2016 as per appointment letter dated January 04, 2016 signed by the Town Clerk (Mr Ocen Ambrose)-. This position is at the level accepted by the LGPA Manual.</p>	<p>1</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The SIA produced 4 quarterly Internal Audit reports. First quarterly report was dated 30th November 2017. The Second quarter report was dated 20th March 2018. The 3rd quarter report was dated 28th May 2018 and the 4th quarter report was dated 26th September 2018.</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>There was evidence evidence that the LG provided information to Council and LGPAC on the status of implementation of internal audit findings as follows.</p> <ol style="list-style-type: none"> 1. The first quarter report was received was received by TC, LGPAC and Mayor on 1st Dec 2017. 2. 2nd quarter report was received by TC , the Clerk to Council and Mayor on 22nd March 2018 3. 3rd quarter report was received by the Mayor and LGPAC on 8th June 2018 and by TC on 11th June2018 4. 4th quarter report was received by TC, Mayor and LGPAC on 2nd October 2018. 	<p>2</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>There was evidence that the LG provided information to Council and LGPAC on the status of implementation of internal audit findings as follows.</p> <ol style="list-style-type: none"> 1. The first quarter report was received was received by TC, LGPAC and Mayor on 1st Dec 2017. 2. 2nd quarter report was received by TC , the Clerk to Council and Mayor on 22nd March 2018 3. 3rd quarter report was received by the Mayor and LGPAC on 8th June 2018 and by TC on 11th June2018 4. 4th quarter report was received by TC, Mayor and LGPAC on 2nd October 2018. <p>However, there was no evidence of follow up by the LGPA. It was noted that the LGPAC could not discuss the Municipal Council audit reports due to lack of a representative of urban councils on the LGPAC as required by regulation 8(1) of the LGPAC 2000.</p>	0
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an updated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The LG maintains updated assets register per department and on works and vehicles electronic form. The assets register was comprehensive and included assets of all other government institutions in the district including; land and buildings, vehicle and heavy plant as well as for other assets. They are well updated and were in an approved format as per the LGFARs.</p>	4
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>The external audit report for the FY 2017/18 was unqualified..</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 Municipal Council met and discussed service delivery related issues.</p> <p>The municipal Council meeting held on 23/8/2017, 20/12/2017, 29/3/2018 reallocation of staff house at Ruhoko primary school to build latrines at Ntungamo primary school</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 feedback (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>The Municipal Council had a designated person to coordinate response to feedback as evidenced by the appointment letter of Mr Semugabi Shem Senior Enforcement Officer dated 8/7/2017 ref NMC/CR/156/5</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>This assessment established that the LG had no specified a system for recording, investigating and responding to grievances</p>	<p>0</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>The payroll for municipal staff for the month of september 2018 and the pensioner schedules for July, August, and september, 2018 were found on the public notice board at the administration block.</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>Procurement plan for 2018/2019 was found published at the Municipal Council Notice Board. Notice of awarded contract for 2017/2018 and 2018/2019 was found on display.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>The LG performance assessment results for the previous financial year 2016/2017 were displayed on the public notice board on 20/8/2018</p>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence that the HLG communicated and explained guidelines, Circulars and Policies issued by the national level to LLG as per the letter from the municipal planner dated 1 /3/2018 ref NMC/CR/RMC/102</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was no evidence that the LG during the previous FY Conducted discussion with the public to provide feed back on the status of activity implementation</p>	<p>0</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>The CDO provided guidance to sector departments as evidenced in the report on training on gender awareness for heads of departments in municipal council held on 10th May 2018 signed by head of human resource on behalf of town clerk on 11th May 2018.</p> <p>There was also another report on gender awareness training and skills enhancement training held on 12th June 2018 signed by head of human resource on behalf of town clerk on 12th June 2018.</p>	<p>2</p>

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>The LG CDO had planned for training in gender awareness, skills enhancement training, monitoring of YLP among others as activities for the current FY 2018/2019 as evidenced in the AWP for the current FY 2018/2019 generated on 16th July 2018 and signed by the Town Clerk.</p> <p>The previous year's budget was 216,711,000Ushs as evidenced in the performance contract form B for the FY 2017/2018 received by OPM on 28/07/2017. The total expenditure as provided by the district community development officer and signed by municipal treasurer on 4th October 2018 amounts to 140,629,498Ushs which was 64.82% of the previous year's budget. This showed that less than 90% of the previous year's budget was implemented.</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 environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>There was evidence that environmental screening was done for all the three projects (construction of toilets at Ntungamo P/S, construction of slaughter slab in Western division and construction of staff house at Ntungamo health centre IV) screening forms were availed dated 8th November 2018 signed by environmental officer. There was proof that mitigation measures were planned and budgeted for as evidenced in the BOQs of the implemented projects in the previous FY 2017/2018.</p>	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>There was proof of integration of environmental and social management and health and safety plans in the contract bid documents for all the projects that were implemented in the FY 2017/2018 as evidenced in the BOQs.</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 all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>For all the implemented projects there was evidence that they were implemented on land where LG had proof of ownership as evidenced in the availed documents; construction of toilets at Ntungamo P/S there was a freehold offer under minute number NDLB03/14/204(A)(127) of 04/09/2014, construction of slaughter slab in Western division there was a freehold offer under minute number 11/2008(04)(A)171 of 03/04/2008 and construction of staff house at Ntungamo health centre IV there was a land title issued on 22nd April 2014 block 35 plot 246.</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 all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>For all the implemented projects there was no evidence that environmental and social mitigation certification forms were signed by the environmental officer and CDO.</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>There was no evidence that environmental and social clearance was done for all the implemented projects before contract payments were made.</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 environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>There was no evidence that the environmental officer and CDO report monthly. Therefore no completed check lists and observed deviations for all the three projects implemented.</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>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>Ntungamo Municipal Council has seven primary schools. According to the PBS generated for the year 2018/19 on 17/07/2018, 10:30, all the seven schools have more than seven teachers and a head teacher. They budgeted for more than seven teachers and a head teacher in all the schools.</p>	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>According to the PBS generated for the year 2018/19 on 17/07/2018, 10:30, all the seven schools have more than seven teachers and a head teacher. All the sampled schools had the minimum deployment and it corresponded with the PBS list.</p> <p>Nyakihanga P.7 has 9 teachers and a head teacher</p> <p>Ntungamo P.7 has 9 teachers and a head teacher</p> <p>Rukindo P.7 has 8 teachers and a head teacher</p> <p>Ruhoko P.7 has 9 teachers and a head teacher</p>	4
<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100%: score 6 If 80 - 99%: score 3 If below 80%: score 0 	<p>The staff ceiling for Ntungamo Municipal for Primary Schools is 78 teachers. The Municipal council recruited all the teachers and they were verified in the schools visited and they also appear in the PBS generated for the year 2018/19 on 17/07/2018, 10:30</p>	6

<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>According to the staff structure approved by Ministry of Public Service on 22nd November 2016, Ref:ARC135/306/01, for Ntungamo Municipal, the local government is supposed to have two school inspectors. One position of senior inspector was filled and appointed on 19th June 2017 by DSC Minute number 78/2017. The wage bill limits the appointment of the second inspector of schools, but the position was also reflected in the recruitment plan.</p>	6
<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>The education department submitted a recruitment plan that had positions for primary school teachers dated 5th July 2018 and was received on 6th July 2018 by the HR Office.</p>	2
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>The education department submitted a recruitment plan that had positions for an inspector of schools dated 5th July 2018 and was received on 6th July 2018 by the HR Office.</p>	2
Monitoring and Inspection			

<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 exists only 1 School Inspector in Ntungamo Municipality. Personal file, appraisal report and list of school inspector viewed indicate that School Inspector Nabasa Gordon was appraised by Semugabi Shem Basheka and report is dated 20/8/2018. <p>This Inspectors of schools was appraised and this represents a percentage of 100%.</p>	3
<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 	<ul style="list-style-type: none"> • Ntungamo Municipality has 7 Primary Schools. Head Teachers of all these 7 P/Schools were found to be appraised as per verified documentation. The 7 schools were named as follows: <p>Kyamate PS – Head Teacher is Muhwezi Boaz was appraised on 3/2/2018 by Turigye Glades.</p> <p>Head Teacher Nuwamanya Morgan of Ntungamo PS was appraised on 9/8/2017 by Turigye Glades.</p> <p>Ntereire Geoffrey of Kikoni SDA Pr School was appraised by Nabasa Gordon as per report dated 20/3/2018.</p> <p>Bamwesigye Moses of Nyakihanga P S was appraised by Nabasa Gordon as per report dated 20/8/2018.</p> <p>Tumushabe Josephine of Ruhoko PS was appraised by Turigye Glades as per appraisal report dated 3/2/2018</p> <p>Katsigazi Grace Allen of Rukindo PS was appraised by Turigye Glades as per appraisal report dated 21/3/2018.</p> <p>Mununuura Bernards Kwibakanya of Maato PS was appraised by Semugabi Shem as per report dated 3/3/2018. This list of Head Teachers and appraisal performance agreements/reports shows that 7 out of 7 is a percentage of 100%.</p>	3

<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>Only one circular (on adherence to school calendar – 9th May 2017) was available at the Municipal Education Officer’s office. Therefore there was no evidence of communicating them to schools.</p>	<p>0</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • 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>In a meetings held on 2nd March 2018 and 1st October 2018, the MC Education office talked to the head teachers about the circulars (like the school calendar) they had received, urging them to take them and disseminate in their schools.</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>Ntungamo Municipal Council has nine registered and licensed. In 3rd term 2017, the Inspectors visited 5 schools, in 1st term of 2018 they visited 7 schools and in 2nd term 2018 they visited 7 schools. When computed, seven of nine schools will be 787% schools inspected.</p> <p>the examples of schools visited are: Mother care visited 3rd term 2017, 1st term 2018 and 2nd term 2018: Sunlight P.S 3rd term 2017, 1st term 2018 and 2nd term 2018, Jaka Jex P.S: 1st term 2018 and 2nd term 2018, Little Angels P.S: 3rd term 2017, 1st term 2018 and 2nd term 2018, Aine Mbabazi P.S: 3rd term 2017, 1st term 2018 and 2nd term 2018</p>	<p>6</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>The Municipal council education office held meetings and discussed inspection reports on 15th December 2018, 24th April 2018 and 20th August 2018. Several recommendations were reached and corrective measures proposed.</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>The municipal council education office submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES. Acknowledgement letters dated 6th September 2017, 14th March 2018, were seen in the Municipal Submission books.</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>There was evidence that the recommendations were followed up, for example, in 1st term 2018, it was recommended that a refresher course be given to update teachers on the changes in the curriculum. In 2nd term 2018, the Municipal council, conducted a training workshop for teachers in curriculum interpretation, preparation teaching, assessment and evaluation of learners.</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: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The list of schools in the PBS was the same as that provided by the MoES: the PBS had 7 while the MoES list also had 7.</p>	<p>5</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The enrolment data according to the inspection report of 1st term 2018 was at 3,156, while enrolment from the MoES list was 3,207. This gives a variance of 51 pupils which is not so significant and is attributed to seasonal fluctuations.</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>Council Committee responsible for Education which met on the following days: 16/8/2017; 10/11/2017; 15/12/2017,20/2/2018 and 16/5/2018 discussed issues like construction of staff houses, pupils having lunch at school, Praising best pupils in PLE performance</p>	<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>15/12/2017 from these minutes there was proof that the education sector committee presented issues that required approval of Council.</p>	<p>2</p>
<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (estab- lished, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>A file with approved SMCs was accessed at the DEO's office with minutes from SMCs and the sampled schools had their meetings as follows:</p> <p>Rukindo P/S: 13th October 2017, 27th June 2018, 11th April 2018, 7th August 2018</p> <p>Nyakihanga P/S: 24th November 2017, 12th July 2018</p> <p>Kyamate P.S: 24th August 2017, 21/09/2018, 27/03/2018</p> <p>Ruhoko P/S: 22nd March 2018, 25th June 2018, 6th October 2017.</p> <p>Ntungamo P.S: 19th July 2018, 24th April 2018, 06th April 2018.</p>	<p>5</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non- wage recurrent grants e.g. through posting on public notice boards: score 3 	<p>There was a posting of the non-wage recurrent grants on the main council notice board and the one in the DEO'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,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>There was a procurement prepared and submitted to the procurement unit but received on 13th July 2018.</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>The LG education department certified and recommended payments to suppliers on time. Only one project was implemented for construction of 10 stances of Pit latrine at at Ntungamo Primary school in the Municipality as per payment voucher PV 17883082 (amounting to UGX 22,734,779) for Landmark International Ltd (Contractor) . The payment claim by the contractor was dated 25th April 2018 and received by the Municipal Engineer on 21st May 2018 issued a certificate on the same day and recommended on the same day to the TC for approval.</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 to the Planner the annual performance report for the previous FY 2017/2018 on 13th July 2018 as evidenced by acknowledgement receipt from the Municipal Planner.</p>	<p>4</p>

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year 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 Education department had 3 queries in the 1st quarter report and responded to only 2 queries. One by Rkindo Primary school on a undated letter signed by the Headter (Mrs Kasigazi Grace Allen) and by Ntungamo Primary School in a letter dated 29/11/2017 signed by the Ag. Head teacher (Mr.Nuwamanya Morgan). There was no evidence of response to the third audit query. The department also had 3 audit queries in the 4th quarter report which were not responded to.</p>	0
Social and environmental safeguards			
<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>The DEO's office has a letter dated 15th March 2018, with a directive to share gender circular and guidelines. this letter was directing senior women and men on how to support boys and girls on hygiene sexual and reproductive health. In addition the letter had some gender information packs attached, this was a copy shared with the teachers.</p>	2

<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 were reports on sensitizations conducted in every school for example there was a meeting in Ntungamo P.S about Gender Sensitivity on 4th August 2018.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>The Guidelines on gender composition for the SMCs says the committee should have at least 2 females on the team. All the schools adhered to this guideline: for example for the sampled schools; Rukindo P.S had 2 females, Nyakihanga P.S had 5 females, Kyamate P.S had 4 females, Ruhoko P.S had 6 females and Ntungamo P.S: had 3 female representatives on committees of 12 members.</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>The Guidelines on gender composition for the SMCs says the committee should have at least 2 females on the team. All the schools adhered to this guideline: for example for the sampled schools; Rukindo P.S had 2 females, Nyakihanga P.S had 5 females, Kyamate P.S had 4 females, Ruhoko P.S had 6 females and Ntungamo P.S: had 3 female representatives on committees of 12 members.</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>there were no projects planned and according to the guidance provided, a score has to be provided</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"> • The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1 	<p>there were no projects planned and according to the guidance provided, a score has to be provided</p>	<p>1</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 	<ul style="list-style-type: none"> • Review of the performance contract (generated on 16/07/2018 03:48 and received by the registry MoFPED on the 17/07/2018) and approved structure revealed that there are 41 established position of primary health workers filled. • Review of wage IPFs (generated on 19/07/2018) revealed that there are 41 positions of health worker with a wage bill provision of 435,892,000/= for the year 2018/19 • Hence 100% of the structure for primary health workers with a wage bill provision from PHC wage for the current FY has been filled 	8
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<ul style="list-style-type: none"> • There was a staff establishment and recruitment plan for the year 2018/19. • Review of the recruitment plan revealed that 24 vacant positions of primary health care workers had been included. • There was a submission letter from the MHO to the Principle Human Resource officer dated and received by the HRM on the 26/05/2018 	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<ul style="list-style-type: none"> • There is only one Health Centre 4 in Ntungamo Municipal Council. The in-charge of this municipality is called Ankunda Afia was found to have been appraised by Semugabi Shem as per appraisal report dated 30/7/2018. This represents 100% compliance. 	8
<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>The number of midwives and enrolled nurses deployed at Ntungamo HC IV (3 enrolled nurses, 3 enrolled midwives & 2 clinical officers) and Ruhoko HC II (2 enrolled nurses, 2 nursing assistants, 1 porter & 1 Askari) as counted on the health worker`s list on deployment are consistent with the staff Lists submitted with the budget of 2018/19 (generated on 17/04/2018 08:04).</p>	4
Monitoring and Supervision			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</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>There was no evidence (a communication letter) to indicate that the MHO communicated ALL of the following guidelines issued by the national level in the FY 2017/18:</p> <ol style="list-style-type: none"> 1. Ministry of Health Guidelines for Local Government Planning Process Health Sector Supplement – 2017 2. Ministry of Health, Sector Grant and Budget Guidelines to Local Governments FY 2018/19 3. Ministry of Health, Policy Strategies for Improving Health Service Delivery 2016-2021 	0

<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>Review of the minutes of MHT meetings held with health facility in-charges (on the MHT meetings held on the 15/09/2017, 19/12/2017, 6/02/2018 and 29/06/2018) had no record of the MHO explaining these guidelines, policies, circulars issued by the national level among other thing</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Integrated support supervision reports for Q1 dated 10/10/2017, Q2 dated 30/01/2018, Q3 dated 30/04/2018 and Q4 dated 13/07/2018 were presented for FY 2017/18.</p> <p>In addition to this a review of the supervision log book at Ntungamo HC IV and Ruhoko HC II revealed that the MHT had supervised that HC IV and HC II at least once during FY 2017/18.</p> <p>Hence the MHT did supervised the only HC IV in the municipality at least once in a quarter</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 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>Integrated support supervision reports for Q1 dated 10/10/2017, Q2 dated 30/01/2018, Q3 dated 30/04/2018 and Q4 dated 13/07/2018 were presented for FY 2017/18.</p> <p>In addition to this a review of the supervision log book at Ntungamo HC IV and Ruhoko HC II revealed that the MHT had supervised that HC IV and HC II at least once during FY 2017/18.</p> <p>Hence the MHT did supervised the only lower level health facility (Ruhoko HC II) in the municipality at least once in a quarter</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>MHT meetings held on the 15/09/2017, 19/12/2017, 6/02/2018 and 29/06/2018, did not have a minute or record of discussion of neither the MHT nor HSD integrated support supervision reports. Hence no recommendations made in each quarter.</p>	<p>0</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>MHT meetings held on the 15/09/2017, 19/12/2017, 6/02/2018 and 29/06/2018, did not have a minute or record of discussion of neither the MHT nor HSD integrated support supervision reports. Hence no recommendations to be followed upon.</p>	<p>0</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>The lists of health facilities receiving PHC funding (in PBS) is NOT consistent with the list received from MoH (health facilities reporting 2018/19).</p> <p>All 2 health facilities (Ntungamo HC IV & Ruhoko HC II) in the PBS (generated on 17/07/2018 10:08) are NOT on the HMIS list from MOH. Note - That the LG (Ntungamo Municipality) is not on this list from MoH and the HFs (Ntungamo HC IV & Ruhoko HC II) appear under the LG Ntungamo District.</p>	<p>0</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>Council Committee responsible for health met on the following dates; 16/8/2017; 10/11/2017; 15/12/2017,20/2/2018,16/5/2018 discussed issues like Death rate at family doctors clinic, unfinished theater at health centre IV,grading service lanes</p>	2
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>From the minutes dated 15/12/2017 social services committee presented issues that require council approval</p>	2
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> 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>HUMCs were fully functional as not all sampled HFs held the four mandatory HUMC meetings and meetings minutes presented.</p> <p>Ntungamo HC IV presented 4 sets of HUMC meeting minutes dated 24/9/2017, 14/12/2017, 20/03/2018 and 18/05/2018</p> <p>Ruhoko HC II presented 4 sets of HUMC meeting minutes dated 13/10/2017, 21/12/17 28/03/2018 and 29/06/2018</p>	6

<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>There was posting on the public notice board at the MHOs office of a list of all health facilities receiving PHC non-wage recurrent grants</p> <p>All HFs visited (Ntungamo HC IV and Ruhoko HC II) had a posting of the PHC non-wage recurrent grant received.</p>	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>The MHO provided a copy of the procurement plan There was also evidence (a submission letter to the CAO) indicating that this plan was submitted to CAO and copied to the PDU on the 11th April 2018. There is evidence (a received stamp) that this was received on the 11th April 2018</p>	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>There was a copy of form PP1 with PD entry name and code – Ntun775., (Subject of procurement – Supply of stationary – Ntungamo HC IV) was submitted by DHO to the PDU. It was approved for procurement on the 22nd March 2018 and was signed for confirmation of funding by the same day</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>The LG health department certified and recommended payments to suppliers on time. Only one project was implemented for construction of staff houses at Health centre IV in Ntungamo Municipality as per payment voucher PV 18272465 (amounting to UGX 34,986,571) for Gremu Trading Company (Contractor) . The payment claim by the contractor was dated 18th June and received by the Municipal Engineer on 18th June 2018 and recommended on the same day to the TC for clearance</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 to the Planner the annual performance report for the previous FY 2017/2018 on 12th July 2018 as evidenced by the acknowledgement receipt from the Municipal Planner</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 	<ul style="list-style-type: none"> The LG health department did not have any internal audit findings in the FY 2017/18. 	<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>All Health Unit Management Committees (HUMCs) at the sampled health facilities met the gender composition as per guidelines (i.e. minimum of 30% females on the HUMC).</p> <p>Ntungamo HC IV (5 female & 4 male)</p> <p>Ruhoko HC II (3 female & 2 male)</p>	<p>2</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>There was no evidence LGs had issued guidelines on how to manage sanitation in health facilities (No communication letter from the LG was provided). None of the visited HFs had guidelines on how to manage sanitation in health facilities. However public toilets at Ntungamo HC IV & Ruhoko HC II were not separated (labeled for Male and Female)</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>The health department implemented one health facility infrastructure projects at Ntungamo HC IV (construction of 10 stance pit latrines). However there was evidence (screening checklist and a risk mitigation plan) provided to indicate that health facility infrastructure projects are screened before approval for construction.</p>	<p>2</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2 	<p>There was one site inspection reports by the district EO dated 3rd July 2018 that indicated that the risk mitigation plan developed in the first place had been complied with.</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>All HFs visited (at Ntungamo HC IV & Ruhoko HC II) had a chart on medical waste management guidelines pinned in either the labor ward, laboratory or treatment room</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	0
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15 o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	0
Monitoring and Supervision			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>Procurement and contract management</p>			

<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</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>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>

Governance, oversight, transparency and accountability			
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</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>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</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>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> 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>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</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>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</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 construction and supervision contracts have clause on environmental protection: score 1 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>Not applicable as Water Supply and Sewerage Services in Ntungamo Municipal Council are provided and managed by National Water and Sewerage Corporation (NWSC) which is an autonomous entity under the Ministry of Water and Environment.</p>	<p>0</p>