



## Local Government Performance Assessment

Rubirizi District

(Vote Code: 602)

Assessment	Scores
Accountability Requirements	50%
Crosscutting Performance Measures	61%
Educational Performance Measures	78%
Health Performance Measures	68%
Water Performance Measures	62%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> <li>• 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"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<p>There is evidence the LG submitted online the Annual Performance Contract on 19th /07/2018 at 04.40 pm according to the data supplied on the PBS at the LG planning unit. The assessor noted that the district first submitted a draft performance contract on the 25th /4/ 2018. This is a good practice that triggered early submission.</p>	<p>Yes</p>
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"> <li>• From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> <li>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.</li> </ul> </li> </ul>	<p>There was evidence that the LG submitted a Budget for the FY 2018/19 using the PBS dated 19/7/2018 at 04.35 pm that did not include a procurement plan according to the information on the PBS at the LG planning unit. The procurement plan was approved by the LG council on the 28/3/2018 and submitted as part of the draft performance contract dated 25/4/2018. The LG attributed the failure to submit using the PBS because it could not generate and print the procurement plan together with budget as required.</p>	No
--	--	---	----

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"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<p>There was evidence the LG submitted the Annual Performance Report for the previous FY 2017/2018 on 15th /08/2018 according to the PBS record at the planning unit. This delay the LG attributed to the delays to upload data on conditional grants by MoFPED.</p>	No
--	--	--	----

<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"> <li>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).</li> <li>If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>There was evidence the LG had made Submissions of all quarterly budget performance reports during FY 2017/2018 using PBS from information seen at the LG Planning unit: the delays in submission of the quarterly report were attributed to MoFPEDs late upload of data on conditional grants and PBS challenges besides network challenges at the LG.</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 01</td> <td>16/1/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 02</td> <td>15/2/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 03</td> <td>22/5/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 04</td> <td>15/8/2018</td> <td>PBS LG planning unit.</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 01	16/1/2018	PBS LG planning unit.	Quarter 02	15/2/2018	PBS LG planning unit.	Quarter 03	22/5/2018	PBS LG planning unit.	Quarter 04	15/8/2018	PBS LG planning unit.	<p>No</p>
Quarter	Date of submission	Reference																
Quarter 01	16/1/2018	PBS LG planning unit.																
Quarter 02	15/2/2018	PBS LG planning unit.																
Quarter 03	22/5/2018	PBS LG planning unit.																
Quarter 04	15/8/2018	PBS LG planning unit.																
<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"> <li>• If LG submitted a 'Response' (and provide details), then it is compliant</li> <li>• If LG did not submit a 'response', then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>The LG wrote to the PS/ST on the implementation status of audit Internal Auditor General recommendations for FY 2016/17.</p> <p>The communication dated 04/09/17 (Ref. Aud 104/11) written by the CAO to the PS/ST contained actions taken on 10 internal audit recommendations of FY 2016/17. The communication was received at MoFPED on 09/11/17.</p> <p>The communication was submitted before the February deadline.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The district had an unqualified audit opinion for its FY 2017/18 financial report</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"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>There was evidence of a functional physical planning committee. The committee had 12 members appointed on assignment of duties on the 13th /1/2017 under ref CR/214/26 with the physical planner as secretary and CAO as chairperson.</p> <p>The physical planning committee had a plan register opened in 2013 and in the F/Y 2017/18, 7 plans had been received. There was no evidence that plans had been approved within 30 days of submission.</p> <p>The sampled plans had been approved between 44 to 52 days; This was attributed to budgetary challenges at the LG.</p> <p>Despite the above the physical planning committee considered new investments as per meeting dated 1/03/2018</p>	<p>1</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"> <li>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>There was no evidence that the LG submitted 4 copies of minutes of the Physical Planning Committee to MoLHUD. This was attributed to weakness in filling and records keeping at the LG</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"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>The LG did not have a physical development plan. This was attributed to inadequate budget to develop a structural plan for the district. However the LG had developed a concept paper on physical planning strategy dated 8/6/2016 signed by the district physical planner.</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"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>There was NO evidence the LG had area action/detailed plans for the previous FY 2017/18. This was attributed to budgetary challenges.</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"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<p>There was evidence that priorities in the AWP FY 2018/19 were based on outcomes of the budget conference as below;</p> <ul style="list-style-type: none"> <li>- Construction of 4 stance VIP latrines at 5 primary schools at Pg 5 of the budget conference report(attachment of education report)</li> <li>- Upgrading HC11 to HC 111 at Mushumba and Munyonyi HC 11 at pg 4 of the budget conference report.</li> <li>- Construction of rain water in Ndekye at pg 6 of the budget conference report (attachment of water sector report as midterm priority)</li> <li>- Boosting of Kabaragi GFS at pg 5 in the budget conference report ( attachment water sector report on midterm priority)</li> <li>- Rehabilitation of water system at Rugazi HC 1V at pg 6 budget conference report (attachment of water report unfunded priorities)</li> <li>- Grading and shaping community access roads at pg 4 of the budget conference report (attachment of the works report as unfunded priorities)</li> <li>- Establishment of a banana demonstration site at district headquarters at pg 5 of the budget conference report (attachment of production report recommendations on funding agricultural technologies)</li> <li>- Stocking of (20) fish ponds pg 5 budget conference report (attachment of production sector report</li> </ul>
--	--	---

<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"> <li>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.</li> </ul>	<p>There was evidence that the investments in the Annual Work Plan for the current FY 2018/2019 were derived from the approved Five-Year Development Plan. Reference pages 73,72,74, and 70</p> <p>It was noted that sector guidelines for health and education were received late by the LG.</p>	<p>1</p>
--	---	---	----------

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>There was no evidence that project profiles had been extracted and submitted to TPC for approval. However the profiles developed in the DDP were as per planning guidelines</p>	<p>0</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>There was no evidence of a statistical abstract presented to the TPC for approval and use in budgeting. However the LG had a draft statistical abstract 2017/18 (soft copy) which was being updated with disaggregated data at pages 37 and 23.</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"> <li>• Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul>	<p>There was evidence that Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the Annual Work Plan and Budget approved by the LG Council; reference pages 43, 52, 35 and 37 of the AWP and pages 62,71,73,49 and 51 of the annual performance report.</p> <p>The changes in work plan had been approved by the council meeting of 29/3/2017 under Min 14/2017(b)</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"> <li>• 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"> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul> </li> </ul>	<p>There was evidence that investment projects were completed as per work plan by the end of the FY; From the records in the annual performance report the underlying were completed as work plan</p> <ul style="list-style-type: none"> <li>- Construction of office block with an office at Munyonyi P/S at pg 62</li> <li>- Construction of VIP latrines at Katerara town school at pg 62</li> <li>- Purchase of iron sheets to P/S at pg 62 (changes made by council min COU 14/2017 (b) of 29/3/2017)</li> <li>- Spring tank construction at Rutoto S/C at pg 71</li> <li>- Construction of Kyabakara GFS phase 2 at pg 73</li> <li>- Establishment banana demo at pg 49</li> <li>- Apiary demo at district headquarters at pg 51</li> </ul>	<p>4</p>

<p>The LG has executed the budget for construction of investment projects and O&amp;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"> <li>• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>There was evidence the investments in the FY 2017/18 had been completed within - + 15% of the budget.</p> <p>From the annual performance report a review found;</p> <ul style="list-style-type: none"> <li>- Construction of classroom block at Munyonyi had no variance</li> <li>- Construction of Kyabakara phase 2 GFS had -1% variance</li> <li>- Establishment of banana demo had -9% variance</li> <li>- Purchase of iron sheets to P/S had -2.9% variance</li> <li>- Construction of shallow wells at Rutoto S/C had a - 0.7% variance</li> </ul>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&amp;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"> <li>• Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>From the Annual budget and AFA there was evidence of a Budget for O&amp;M in FY 2017/2018 of UGX 10,051,000 and actual expenditure on O&amp;M of UGX 9,280,920 giving 92%. For instance the renovation of the labour office costed UGX 5,000,000 as per the records on the vouchers</p>	<p>2</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>Some Heads of department are not substantive ie DEO, CFO, DISTRICT ENGINEER, Those that are substantive are,</p> <ul style="list-style-type: none"> <li>• PAS DSC MIN 22/2016,</li> <li>• DHO DSC MIN 22/2017</li> <li>• DPO DSC MIN 11/2017</li> <li>• DNRO DSC MIN 36/2016</li> <li>• DCO DSC MIN 22/2016</li> <li>• Which is 65.2%</li> </ul>	<p>0</p>
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• The heads of departments were appraised and reports were availed on their personnel files. Signed by the CAO Mr. Mukiibi Nasser</li> <li>• DHO CR/D/643 ON 28/6/2018</li> <li>• PAS CR/D/358 ON 1/7/2018</li> <li>• DE CR/D/358 ON 1/7/2018</li> <li>• DPO CR/D/446 ON 4/7/2018</li> <li>• DNRO CR/D/326 ON 4/7/2018</li> <li>• DCDO CR/D/353 ON 2/7/2018</li> <li>• DEO CR/D/835 ON 17/9/2018</li> </ul>	<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"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>All positions 10 submitted for recruitment were considered as per the evidence below;</p> <ul style="list-style-type: none"> <li>• Ref ARC 6/293/05 DATED 29TH AUGUST 2017. Request to recruit for Rubirizi District Local Government</li> <li>• Minute extracts of the 46th meeting of Rubirizi DSC held on 4th, 5th, 6th, 7th and 11th December 2017. DSC/214/1 serial no 8/2017.</li> <li>• Advertised in new vision 9th Nov 2017 and 12 Oct 2017</li> </ul>	<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"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>All staff submitted for corfirmation were considered as per the evidence below;</p> <ul style="list-style-type: none"> <li>• Minutes of the 47th meeting of Rubirizi DSC held on 19th January 2018 . DSC MIN NO 07/2018,</li> <li>• CAO'S SUB CR/155/2</li> <li>• Minutes of the 44th meeting of Rubirizi DSC held on 28th September 2017.</li> </ul>	<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"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<ul style="list-style-type: none"> <li>• No disciplinary case was submitted to the DSC therefore none was considered.</li> </ul>	<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"> <li>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<ul style="list-style-type: none"> <li>• The 22 staffs that were recruited in January accessed the pay roll in the same month. That is January 2018</li> </ul>	<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"> <li>• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• Non of the staff that retired was able to access the pay roll in the required two months</li> </ul>	<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"> <li>•• 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.</li> <li>• If the increase is from 5% -10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>Rubirizi DLG local revenue performance for FY 2016/17 was Shs 126,922,705. Performance for FY 2017/18 was Shs 101,234,505.</p> <p>The decrease in revenue performance was Shs 25,688,200, which was 20%.</p> <p>The local revenue income for both years was net and did not contain any one offs such as from sale of LG assets.</p>	<p>0</p>
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>Rubirizi DLG local revenue original budget for FY 2017/18 was Shs 472,955,015. Local revenue realised for the same year 2017/18 was Shs 101,234,505.</p> <p>The difference was Shs 371,720,510, which was 78% below the budgeted amount.</p> <p>This was well outside the +/-10% range.</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"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>According to Rubirizi DLG Trial Balance for FY 2017/18, Shs 38,158,275 was collected for Local Service Tax. In the year FY 2017/18, only two remittances to LLGs were made, which were:</p> <p>Remittance on 07/06/18 of Shs 2,500,000 to Rubirizi T/C and Katerera Sub county with respect to 65% LST.</p> <p>Remittance on 20/12/17 of Shs 380,000 to Rubirizi T/C with respect to 65% LST.</p> <p>The two remittances total Shs 3,020,000 which fell much below the 65% requirement.</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"> <li>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</li> </ul>	<p>For FY 2017/18, Shs 16,710,000 was spent on Council out of local revenue, itemised as follows:</p> <p>Airtime for Chairman and Vice Shs 960,000</p> <p>Lunch for DEC meetings Shs 1,500,000</p> <p>Council allowances Shs 14,250,000</p> <p>Local revenue for FY 2016/17 was Shs 126,922,705.</p> <p>The proportion was 13.1%, which was well below the 20% limit.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<ul style="list-style-type: none"> <li>- There WAS Evidence that Rubirizi DLG had the position of a Senior Procurement Officer substantively filled under DSC Min. No. 49/2012, Appointment Letter Dated 25/05/2012 and Referenced CR/156/4/1. Confirmation under DSC Min. No. 22/2013 (39), Confirmation Letter Dated 07/06/2013 and Referenced CR/159/4.</li> <li>- There WAS Evidence that Rubirizi DLG had the position of Procurement Officer substantively filled under DSC Min. No. 181/2011, Appointment Letter Dated 20/06/2011 and Referenced CR/156/4/1. Confirmation under DSC Min. No. 67/2012 (18), Confirmation Letter Dated 16/07/2012.</li> </ul>	<p>2</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	<p>There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2017/2018 FY) as exemplified by the following projects:</p> <ul style="list-style-type: none"> <li>- Construction of a 2 Classroom Block at MUNYONYI P/S in Katanda Sub-county under SFG (RUBI/602/WRKS/2017-2018/0003). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 04/October/2017. The TEC Members who signed on the Evaluation Report were: Inspector of Schools, District Engineer, Senior Assistant Secretary – Katanda Sub-county, Assistant Engineering Officer and Senior Procurement Officer.</li> <li>- Construction of KYABAKARA Gravity Flow Scheme (GFS) Phase 2 in Kyabakara Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0002). The Assessor saw Evaluation Report for Works (Technical Compliance</li> </ul>	<p>1</p>

Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 04/October/2017. The TEC Members who signed on the Evaluation Report were: Water Officer, Senior Assistant Secretary – Kyabakara Sub-county, and Senior Procurement Officer.

- Construction of 5 Stance Lined VIP Latrine at KASHAKA P/S in Katunguru Sub-county under SFG (RUBI/602/WRKS/2017-2018/0021). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 11/December/2017. The TEC Members who signed on the Evaluation Report were: Assistant Engineering Officer, Inspector of Schools, Senior Assistant Secretary – Katunguru Sub-county, and Senior Procurement Officer.

- Construction of 2 Stance Lined VIP Latrine at KISENYI P/S in Katunguru Sub-county under LGMSD/DDEG (RUBI/602/WRKS/2017-2018/0043). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 13/April/2018. The TEC Members who signed on the Evaluation Report were: Assistant Engineering Officer, Accountant – Katunguru Sub-county, and Senior Procurement Officer.

- Extension of Katunguru Water Supply System to KAZINGA, KASHAKA and KISENYI Parishes in Katunguru Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0029). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 19/December/2017. The TEC Members who signed on the Evaluation Report were: Water Officer, Accountant – Katunguru Sub-county, and Senior Procurement Officer.

<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"> <li>• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	<p>There WAS Evidence that Rubirizi District Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the following projects:</p> <ul style="list-style-type: none"> <li>- Construction of a 2 Classroom Block at MUNYONYI P/S in Katanda Sub-county under SFG (RUBI/602/WRKS/2017-2018/0003). DCC Min Date: 17/October/2017, Min 39/CC/2017-2018, Meeting Reference No: CC/2017-2018/0005.</li> <li>- Construction of KYABAKARA Gravity Flow Scheme (GFS) Phase 2 in Kyabakara Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0002). DCC Min Date: 17/October/2017, Min 38/CC/2017-2018, Meeting Reference No: CC/2017-2018/0005.</li> <li>- Construction of 5 Stance Lined VIP Latrine at KASHAKA P/S in Katunguru Sub-county under SFG (RUBI/602/WRKS/2017-2018/0021). DCC Min Date: 13/December/2017, Min 69/CC/2017-2018, Meeting Reference No: CC/2017-2018/00012.</li> <li>- Construction of 2 Stance Lined VIP Latrine at KISENYI P/S in Katunguru Sub-county under LGMSD/DDEG (RUBI/602/WRKS/2017-2018/0043). DCC Min Date: 16/April/2018, Min 106/CC/2017-2018, Meeting Reference No: CC/2017-2018/0014.</li> <li>- Extension of Katunguru Water Supply System to KAZINGA, KASHAKA and KISENYI Parishes in Katunguru Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0029). DCC Min Date: 20/December/2017, Min 69/CC/2017-2018, Meeting Reference No: CC/2017-2018/0045.</li> <li>- Construction of District Administration Block Phase 2 at Rubirizi District Headquarters under Transitional Grant (RUBI/602/WRKS/2018-2019/0003). DCC Min Date: 12/July/2018, Min 004/CC/2018-2019, Meeting Reference No: CC/2018-2019/0003.</li> </ul>	<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</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2018/2019 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements that were indicated both in the Procurement Plan and in the approved annual work plan and budget for the current FY (2018/2019 FY):</p> <ul style="list-style-type: none"> <li>- Construction of District Administration Block Phase 2 at Rubirizi District Headquarters under Transitional Grant (RUBI/602/WRKS/2018-2019/0003). (Page 7 – LG Approved Budget Estimates for FY 2018/2019, Vote 602 Rubirizi District, Generated on 19/07/2018, Output 138172</li> </ul>	<p>2</p>

measure.

previous FY as per plan (adherence to the procurement plan) for

the previous FY: score 2

Administrative Capital, 312101 Non-Residential Buildings AND was also indicated under S/N 10 – Works, Water and Roads on Page 3 of 7 and on Page 4 of 7 in Rubirizi DLG Procurement Plan for 2018/2019 FY, Submission Letter Dated 27/June/2018 and Signed by CAO, Forward by District Chairperson, Received by PPDA Regional Office in Mbarara on 11/July/2018).

- Construction of a 4 Stance VIP-Latrine at RUGANDO P/S in Katerera Town Council under SFG (RUBI/602/WRKS/2018-2019/0008). (Page 33 – LG Approved Budget Estimates for FY 2018/2019, Vote 602 Rubirizi District, Generated on 19/07/2018, Output 078181 Latrine Construction and Rehabilitation, 312101 Non-Residential Buildings AND was also indicated under S/N 12 – Education on Page 4 of 7 and on Page 5 of 7 in Rubirizi DLG Procurement Plan for 2018/2019 FY, Submission Letter Dated 27/June/2018 and Signed by CAO, Forward by District Chairperson, Received by PPDA Regional Office in Mbarara on 11/July/2018).

- Construction of a 4 Stance VIP-Latrine at KIRUGU MOSLEM P/S (RUBI/602/WRKS/2018-2019/0006). (Page 33 – LG Approved Budget Estimates for FY 2018/2019, Vote 602 Rubirizi District, Generated on 19/07/2018, Output 078181 Latrine Construction and Rehabilitation, 312101 Non-Residential Buildings AND was also indicated under S/N 12 – Education on Page 4 of 7 and on Page 5 of 7 in Rubirizi DLG Procurement Plan for 2018/2019 FY, Submission Letter Dated 27/June/2018 and Signed by CAO, Forward by District Chairperson, Received by PPDA Regional Office in Mbarara on 11/July/2018).

- Construction of KYABAKARA Gravity Flow Scheme (GFS) Phase III in Kyabakara Sub-county (RUBI/602/WRKS/2018-2019/0010). (Pages 43 and 44 – LG Approved Budget Estimates for FY 2018/2019, Vote 602 Rubirizi District, Generated on 19/07/2018, Output 098184 Construction of Piped Water Supply System, 312104 Other Structures AND was also indicated under S/N 11 – Water Sub-sector on Page 4 of 7 in Rubirizi DLG Procurement Plan for 2018/2019 FY, Submission Letter Dated 27/June/2018 and Signed by CAO, Forward by District Chairperson, Received by PPDA Regional Office in Mbarara on 11/July/2018).

- Extension of MUSHUMBA Water Supply System in Ryeru Sub-county (RUBI/602/WRKS/2018-2019/0011). (Pages 43 and 44 – LG Approved Budget Estimates for FY 2018/2019, Vote 602 Rubirizi District, Generated on 19/07/2018, Output 098184 Construction of Piped Water Supply System, 312104 Other Structures AND was also indicated under S/N 11 – Water Sub-sector on Page 4 of 7 in Rubirizi DLG Procurement Plan for 2018/2019 FY, Submission Letter Dated 27/June/2018 and Signed by CAO, Forward by District Chairperson, Received by PPDA Regional Office in Mbarara on 11/July/2018).

- Construction of a 4 Stance VIP Latrine at BUTOOHA P/S in

Magambo Sub-county under SFG (RUBI/602/WRKS/2018-2019/0009). (Page 33 – LG Approved Budget Estimates for FY 2018/2019, Vote 602 Rubirizi District, Generated on 19/07/2018, Output 078181 Latrine Construction and Rehabilitation, 312101 Non-Residential Buildings AND was also indicated under S/N 12 – Education on Page 4 of 7 and on Page 5 of 7 in Rubirizi DLG Procurement Plan for 2018/2019 FY, Submission Letter Dated 27/June/2018 and Signed by CAO, Forward by District Chairperson, Received by PPDA Regional Office in Mbarara on 11/July/2018).

- Construction of a 4 Stance VIP Latrine at MUSHUMBA P/S in Ryeru Sub-county under SFG (RUBI/602/WRKS/2018-2019/0007). (Page 33 – LG Approved Budget Estimates for FY 2018/2019, Vote 602 Rubirizi District, Generated on 19/07/2018, Output 078181 Latrine Construction and Rehabilitation, 312101 Non-Residential Buildings AND was also indicated under S/N 12 – Education on Page 4 of 7 and on Page 5 of 7 in Rubirizi DLG Procurement Plan for 2018/2019 FY, Submission Letter Dated 27/June/2018 and Signed by CAO, Forward by District Chairperson, Received by PPDA Regional Office in Mbarara on 11/July/2018).

- Construction of a 4 Stance VIP Latrine at KARAGARA P/S in Ryeru Sub-county under SFG (RUBI/602/WRKS/2018-2019/0005). (Page 33 – LG Approved Budget Estimates for FY 2018/2019, Vote 602 Rubirizi District, Generated on 19/07/2018, Output 078181 Latrine Construction and Rehabilitation, 312101 Non-Residential Buildings AND was also indicated under S/N 12 – Education on Page 4 of 7 and on Page 5 of 7 in Rubirizi DLG Procurement Plan for 2018/2019 FY, Submission Letter Dated 27/June/2018 and Signed by CAO, Forward by District Chairperson, Received by PPDA Regional Office in Mbarara on 11/July/2018).

(b) There WAS Evidence that the LG made procurements in previous FY (2017/2018 FY) as per plan (adherence to the procurement plan) for the previous FY (2017/2018 FY) as exemplified by the following procurements that occurred in the Procurement Plan, in the Annual Work Plan and Budget and in Referenced Procurement Files for the previous FY (2017/2018 FY):

- Construction of a 2 Classroom Block at MUNYONYI P/S in Katanda Sub-county under SFG (RUBI/602/WRKS/2017-2018/0003). (Page 21 – Rubirizi DLG Approved Budget for 2017/2018 FY, Approved by District Council on 18/May/2017, Approved by District Chairperson on 03/July/2017, Vote 602, Output 078180 Classroom Construction and Rehabilitation, 312101 Non-Residential Buildings AND was also indicated under S/N 12 – Education on Page 5 of 7 in Rubirizi DLG Procurement Plan for 2017/2018 FY, Submission Letter Dated 10/July/2017, Referenced CR 213/2 and Signed by CAO, Forward by District Chairperson, Procurement Plan for Goods, Works and Non Consultancy Services for Submission to Treasury, PPDA and Publication, Received by PPDA Regional Office in Mbarara on 21/July/2017).

- Construction of KYABAKARA Gravity Flow Scheme (GFS) Phase 2 in Kyabakara Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0002). (Page 26 – Rubirizi DLG Approved Budget for 2017/2018 FY, Approved by District Council on 18/May/2017, Approved by District Chairperson on 03/July/2017, Vote 602, Output 098184 Construction of Piped Water Supply System, 312104 Other Structures AND was also indicated under S/N 11 – Water on Page 4 of 7 in Rubirizi DLG Procurement Plan for 2017/2018 FY, Submission Letter Dated 10/July/2017, Referenced CR 213/2 and Signed by CAO, Forward by District Chairperson, Procurement Plan for Goods, Works and Non Consultancy Services for Submission to Treasury, PPDA and Publication, Received by PPDA Regional Office in Mbarara on 21/July/2017).

- Construction of 5 Stance Lined VIP Latrine at KASHAKA P/S in Katunguru Sub-county under SFG (RUBI/602/WRKS/2017-2018/0021). (DEC Min 33/2017 (viii) and Min 37 (ii) AND was also indicated under S/N 12 – Education in Updated Procurement Plan for FY 2017/2018 Dated 09/April/2018, Signed by CAO, Received by PPDA Regional Office in Mbarara on 11/May/2018).

- Construction of 2 Stance Lined VIP Latrine at KISENYI P/S in Katunguru Sub-county under LGMSD/DDEG (RUBI/602/WRKS/2017-2018/0043); (DEC Min 33/2017 (viii) and Min 37 (ii)).

- Extension of Katunguru Water Supply System to KAZINGA, KASHAKA and KISENYI Parishes in Katunguru Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0029). (Page 26 – Rubirizi DLG Approved Budget for 2017/2018 FY, Approved by District Council on 18/May/2017, Approved by District Chairperson on 03/July/2017, Vote 602, Output 098184 Construction of Piped Water Supply System, 312104 Other Structures AND was also indicated under S/N 11 – Water on Page 4 of 7 in Rubirizi DLG Procurement Plan for 2017/2018 FY, Submission Letter Dated 10/July/2017, Referenced CR 213/2 and Signed by CAO, Forward by District Chairperson, Procurement Plan for Goods, Works and Non Consultancy Services for Submission to Treasury, PPDA and Publication, Received by PPDA Regional Office in Mbarara on 21/July/2017).

- Construction of District Administration Block Phase I under Transitional Grant (RUBI/602/WRKS/2017-2018/0047). (Page 24 – Rubirizi DLG Approved Budget for 2017/2018 FY, Approved by District Council on 18/May/2017, Approved by District Chairperson on 03/July/2017, Vote 602, Output 048281 Construction of Public Buildings, 312101 Non-Residential Buildings AND was also indicated under S/N 10 – Works, Water and Roads on Page 3 of 7 and on Page 4 of 7 in Rubirizi DLG Procurement Plan for 2017/2018 FY, Submission Letter Dated 10/July/2017, Referenced CR 213/2 and Signed by CAO, Forward by District Chairperson, Procurement Plan for Goods, Works and Non Consultancy Services for Submission to Treasury, PPDA and Publication,

		Received by PPDA Regional Office in Mbarara on 21/July/2017).	
<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"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2</li> </ul>	<p>For current FY (2018/2019), there was NO Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. ACTUAL Bid Preparation Dates were NOT available. The Assessor made a calculation based on the respective Dates of Approval and the respective Dates of Issue of Individual Bid Documents and found that 87.5% of Bid Documents for 2018/2019 FY were Approved and Issued AFTER August 30, 2018. The Calculation made by the Assessor was based on the following Projects and the respective Dates on which the Projects Bid Documents were approved by Rubirizi DLG Contracts Committee and the respective Dates on which the Projects Bid Documents were issued by PDU:</p> <ul style="list-style-type: none"> <li>- Construction of District Administration Block Phase 2 at Rubirizi District Headquarters under Transitional Grant (RUBI/602/WRKS/2018-2019/0003). Date of Approval of Bid Document by Rubirizi DLG Contracts Committee: 11/June/2018. Date of Issue of Bid Document by PDU: 11/June/2018.</li> <li>- Construction of a 4 Stance VIP-Latrine at RUGANDO P/S in Katerera Town Council under SFG (RUBI/602/WRKS/2018-2019/0008). Date of Approval of Bid Document by Rubirizi DLG Contracts Committee: 21/September/2018. Date of Issue of Bid Document by PDU: Bid Document was NOT yet Issued by PDU by the time the Assessor visited the LG.</li> <li>- Construction of a 4 Stance VIP-Latrine at KIRUGU MOSLEM P/S (RUBI/602/WRKS/2018-2019/0006). Date of Approval of Bid Document by Rubirizi DLG Contracts Committee: Bid Document was NOT yet Approved by Rubirizi DLG Contracts Committee by the time the Assessor visited the LG. Date of Issue of Bid Document by PDU: Bid Document was NOT yet Issued by PDU by the time the Assessor visited the LG.</li> <li>- Construction of KYABAKARA Gravity Flow Scheme (GFS) Phase III in Kyabakara Sub-county (RUBI/602/WRKS/2018-2019/0010). Date of Approval of Bid Document by Rubirizi DLG Contracts Committee: 11/September/2018, Meeting Reference: CC/2018-2019/0003, Min 17. Date of Issue of Bid Document by PDU: Bid Document was NOT yet Issued by PDU by the time the Assessor visited the LG.</li> <li>- Extension of MUSHUMBA Water Supply System in Ryeru Sub-county (RUBI/602/WRKS/2018-2019/0011). Date of Approval of Bid Document by Rubirizi DLG Contracts Committee: 11/September/2018, Meeting Reference: CC/2018-2019/0003, Min 18. Date of Issue of Bid Document by PDU: Bid Document was NOT yet Issued by PDU by the</li> </ul>	0



		<p>time the Assessor visited the LG.</p> <p>- Construction of a 4 Stance VIP Latrine at BUTOOHA P/S in Magambo Sub-county under SFG (RUBI/602/WRKS/2018-2019/0009). Date of Approval of Bid Document by Rubirizi DLG Contracts Committee: Bid Document was NOT yet Approved by Rubirizi DLG Contracts Committee by the time the Assessor visited the LG. Date of Issue of Bid Document by PDU: Bid Document was NOT yet Issued by PDU by the time the Assessor visited the LG.</p> <p>- Construction of a 4 Stance VIP Latrine at MUSHUMBA P/S in Ryeru Sub-county under SFG (RUBI/602/WRKS/2018-2019/0007). Date of Approval of Bid Document by Rubirizi DLG Contracts Committee: Bid Document was NOT yet Approved by Rubirizi DLG Contracts Committee by the time the Assessor visited the LG. Date of Issue of Bid Document by PDU: Bid Document was NOT yet Issued by PDU by the time the Assessor visited the LG.</p> <p>- Construction of a 4 Stance VIP Latrine at KARAGARA P/S in Ryeru Sub-county under SFG (RUBI/602/WRKS/2018-2019/0005). Date of Approval of Bid Document by Rubirizi DLG Contracts Committee: Bid Document was NOT yet Approved by Rubirizi DLG Contracts Committee by the time the Assessor visited the LG. Date of Issue of Bid Document by PDU: Bid Document was NOT yet Issued by PDU by the time the Assessor visited the LG.</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"> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>For previous FY (2017/2018 FY), there was NO Evidence that the LG had an Updated Contracts Register. Referenced and Completed Procurement Activity Files for all procurements were seen by the Assessor at the PDU. However, the PDU did NOT provide any Contracts Register, updated or not, to the Assessor during the two days that the Assessor was at the LG in spite of repeated requests to PDU Staff made by the Assessor with intent of having a look at the Contracts Register.</p>	<p>0</p>

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

Maximum 6 points on this performance measure.

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

For previous FY (2017/2018 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:

- Construction of a 2 Classroom Block at MUNYONYI P/S in Katanda Sub-county under SFG (RUBI/602/WRKS/2017-2018/0003). Contract Amount: 100, 366, 434 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 11/September/2017, New Vision Newspaper, Page 61.
- Construction of KYABAKARA Gravity Flow Scheme (GFS) Phase 2 in Kyabakara Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0002). Contract Amount: 280, 756, 503 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 11/September/2017, New Vision Newspaper, Page 61.
- Construction of 5 Stance Lined VIP Latrine at KASHAKA P/S in Katunguru Sub-county under SFG (RUBI/602/WRKS/2017-2018/0021). Contract Amount: 26, 370, 994 UGX. Verified Procurement Method - Selective Bidding. Letter of Invitation to Bid Dated 19/October/2017, Referenced PDU 214/15, Signed by CAO.
- Construction of 2 Stance Lined VIP Latrine at KISENYI P/S in Katunguru Sub-county under LGMSD/DDEG (RUBI/602/WRKS/2017-2018/0043). Contract Amount: 15, 608, 898 UGX. Verified Procurement Method - Selective Bidding. Letter of Invitation to Bid Dated 21/March/2018, Referenced PDU 214/15, Signed by Head PDU.
- Extension of Katunguru Water Supply System to KAZINGA, KASHAKA and KISENYI Parishes in Katunguru Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0029). Contract Amount: 18, 340, 622 UGX. Verified Procurement Method - Selective Bidding. Letter of Invitation to Bid Dated 04/December/2017, Referenced PDU 214/15, Signed by Senior Procurement Officer.
- Construction of District Administration Block Phase I under Transitional Grant (RUBI/602/WRKS/2017-2018/0047). Contract Amount: 319, 640, 229 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 21/February/2018, New Vision Newspaper.

The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

• Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates

for all projects based on technical supervision: score 2

There WAS Evidence that all works projects implemented in the previous FY (2017/2018 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision as exemplified by the following projects:

- Construction of a 2 Classroom Block at MUNYONYI P/S in Katanda Sub-county under SFG (RUBI/602/WRKS/2017-2018/0003). Certificate of Work for Works/Furniture, Certificate No. 2, Issue Date: 25/06/2018, Valuation Date: 22/06/2018, Signed by District Engineer, Assistant Engineering Officer (MoES); Signed by District Internal Auditor on 26/06/2018; Signed by District Education Officer on 25/06/2018.

- Construction of KYABAKARA Gravity Flow Scheme (GFS) Phase 2 in Kyabakara Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0002). Interim/Final Payment Certificate Dated 29/01/2018, Certificate No. 01, Certified by County Water Officer (Project Manager), Approved by District Water Officer on 29/January/2018.

- Construction of 5 Stance Lined VIP Latrine at KASHAKA P/S in Katunguru Sub-county under SFG (RUBI/602/WRKS/2017-2018/0021). Certificate of Work for Works/Furniture, Certificate No. 01, Issue Date: 15/May/2018, Valuation Date: 14/May/2018, Signed by Assistant Engineering Officer (MoES); Signed by District Education Officer on 25/May/2018; Signed by District Engineer, Chief Finance Officer; Signed by Chief Internal Auditor/District Internal Auditor on 28/05/2018.

- Construction of 2 Stance Lined VIP Latrine at KISENYI P/S in Katunguru Sub-county under LGMSD/DDEG (RUBI/602/WRKS/2017-2018/0043). Interim/Final Payment Certificate Dated 26/06/2018, Certificate No. 01, Certified by Assistant Engineering Officer.

- Extension of Katunguru Water Supply System to KAZINGA, KASHAKA and KISENYI Parishes in Katunguru Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0029). Interim/Final Payment Certificate Dated 13/02/2018, Certificate No. 01, Certified by County Water Officer on 12/02/2018, Approved by District Water Officer on 13/February/2018.

- Construction of District Administration Block Phase I under Transitional Grant (RUBI/602/WRKS/2017-2018/0047). First Payment Certificate Dated 26/06/2018, Certificate No. 01, Certified by District Engineer on 26/06/2018, Approved by CAO on 28/06/2018.

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	<p>There was NO Evidence that all works projects for the current FY (2018/2019 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration since NOT even a single works project for the current FY (2018/2019 FY) had commenced construction by the time the Assessor visited the LG.</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"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<p>Rubirizi DLG is not yet on IFMIS and currently operates 18 bank accounts.</p> <p>As on the day of the assessment on 27/09/18 all the bank accounts were reconciled to the end of the year ended 30/06/2018.</p> <p>The reconciliations were also done up to date to 31/08/2018.</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"> <li>• If the LG makes timely payment of suppliers during the previous FY</li> <li>– no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	<p>Rubirizi DLG payments reviewed show that the district endeavoured to pay its suppliers within the 2 months limit. Terms and conditions of the LG's contracts with the different suppliers of goods and services duly considered.</p> <p>Examples of the payments reviewed are:</p> <p>Payment of Shs 282,000 to Abaryakamwe Farmers Association for supply of meals for the TPC. Invoicing 19/10/17 and payment 20/11/17 (1 month 1 day).</p> <p>Payment of Shs 1,581,000 to Elephant Petrol Station for supply of fuel to the district. Invoicing 03/10/17 and payment 06/10/17 (3 days).</p> <p>Payment of Shs 658,000 to N&amp;J Naju Stationers for supply of toner cartridges for printers. Invoicing 14/08/17 and payment 23/08/17 (9 days).</p> <p>Payment of Shs 2,859,480 to Macotee General Services for supply of 6 tables to Planning Unit. Invoicing 19/02/18 and payment 22/02/18 (3 days).</p> <p>Payment of Shs 3,000,000 to Mwab Contractors for supply of Stationery to Finance department. Invoicing 04/01/18 and payment 04/02/18 (1 month).</p> <p>Payment of Shs 1,100,000 to Total (U) Ltd for supply of fuel to CAO's office (Administration Department). Invoicing 03/10/17 and payment 08/11/17 (1 month 5 days).</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"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>• Rubirizi DLG Internal Audit department is headed by Arinaitwe Sirah in substantive capacity as an Internal Auditor. Per his appointment letter dated 01/12/14 (Ref. CR/156/4/2), he is an Internal Auditor, as per DSC Minute No. 48/2014.</li> </ul>	<p>0</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>• The LG produced all the internal audit reports for the 4 quarters of FY 2017/18. Quarter 1 report is dated 31/10/17, quarter 2 dated 31/01/18, quarter 3 dated 30/04/18 and quarter 4 dated 31/07/18.</li> </ul>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of</p> <p>internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>Rubirizi DLG internal audit reports did not contain a tracker of action on previous unresolved audit recommendations.</p> <p>However, the Q1/Q2 internal audit recommendations implementation status report submitted to the PS/ST was also submitted to the Chairman LGPAC and Council through the Clerk to Council.</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"> <li>• Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>FY 2017/18 Quarters 1-4 reports have receipt stamps confirming their delivery to CAO, LGPAC and Council. They were delivered on the following dates: Q1 on 31/10/17, Q2 on 30/01/18, Q3 on 30/04/18 and Q4 on 31/07/18.</p> <p>LGPAC minutes show that the PAC meeting which sat on 16/05/18 discussed Quarter 1 internal audit report for FY 2017/18.</p>	<p>1</p>

<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<p>The district has a manual assets register, but it is not formatted as required by the accounting manual.</p> <p>The manual also contains information on land, buildings, furniture and motor vehicles, but most of these lack values, depreciation values, ownership information such as titles etc. and its not updated as required by the accounting manual.</p> <p>The LG needs to have the assets valued and the register updated, even if this means using the going market rates for values. Some of the information can also be obtained from the mother district of Bushenyi.</p>	<p>0</p>
<p>The LG has obtained an unqualified or qualified Audit opinion Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<p>The district had an unqualified audit opinion for its FY 2017/18 financial report.</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>There was evidence the LG Council met 5 times and discussed service delivery related issues as provided in the minutes below:</p> <ul style="list-style-type: none"> <li>Meeting held on 24/5/2018 under min COU 21/2018 on approving annual work plans and budget estimates</li> <li>Min COU 17/2018 on establishing progress days for teachers and pupils assessment in primary schools and secondary.</li> <li>Min COU 17/2018 (b) on a resolution that health sector always discusses health management reports to understand the performance of health unit.</li> <li>Meeting dated 28/2/2018 min COU 05/2018(b) on the resolution that sub county chiefs enforce laws to keep children in schools and a resolution to have Rugazi HC 1V maternity ward renovated.</li> <li>A meeting dated 19/12/2017 under min COU 60/2014 (a) that approved drilling of bore hole water points at Rwemitagu T/C by MoW&amp;E</li> <li>A monitoring report by the committee of production and natural resources had been presented in the meeting of 16/11/2017 min COU 50/2017(c)</li> </ul> <p>However there was no evidence that the council discussed the LG performance assessment results and its implication.</p> <p>The LG council did not also discuss the LG PAC reports.</p>	<p>0</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"> <li>Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>There was evidence of a letter signed by the CAO dated 10th/4/2018 assigning Mr Batheez Benard the senior labour officer to manage Complaints/ grievances at the LG.</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"> <li>• 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</li> </ul>	<p>The system at the LG was that all written complaints are received at the records office that then transferred them to the CAO.</p> <p>There was evidence that the LG had conducted sensitisation meetings as per the sensitisation report dated 31/1/2018 to the CAO by the senior labour officer.</p> <p>A complaints register had been opened on the 27/3/2018 on labour issues. The complaints register had 3 complaints and feedback letters dated 16/08/2018 signed by the CAO.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>• The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>There was evidence of display of Salaries and pensioner payroll at the human resource notice board with 903 active staff and 33 pensioners for the month of September 2018.</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>There was evidence of Displays of best evaluated bidders notice for construction of classrooms dated 17/10/2017 &amp; removed on 30/10/2017 and a notice for rehabilitation of shallow wells dated 10/4/2018 &amp; removed on 27/4/2017 at the general notice board.</p> <p>The procurement plan 2018/19 had been published/ displayed at the notice board.</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"> <li>• Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<p>There was no evidence that performance assessment results and implications were displayed on the notice board at the planning unit and communicated in the TPC.</p>	<p>0</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"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>There was evidence of communication of DDEG guidelines to LLGs in an orientation report dated 21/2/2018 by Mr Kansiiime Edmond the senior planner and circulars in TPC meetings dated 28/6/2017 min RUBI/TPC 76/2017 and Min RUBI/TPC/49/2017 of 22/2/2017</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"> <li>• 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.</li> </ul>	<p>There was no evidence that radio talk shows and baraza had been held to provide a feedback on implementation. This was attributed to budgetary challenges</p>	<p>0</p>
<p>Social and environmental safeguards</p>			

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the 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.

There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:

- The Assessor saw Rubirizi DLG Presentation to Technical Planning Committee Meeting held on 30/04/2018 in Council Hall, Titled Gender Integration in Sector Planning, Prepared and Presented by Gender Focal Point Person.

- The Assessor saw Rubirizi DLG Minutes of Annual Community Based Services Staff Meeting that was held on 21/June/2018 and that was attended by Community Development Officers of Lower Local Governments. The Minutes were Recorded and Signed by Senior Community Development Officer and were also signed by District Community Development Officer.

- The Assessor saw Rubirizi DLG Report on Training of Project Management Committees, Procurement Committees and Social Accountability Committees Dated 11/June/2018, Prepared by Senior Community Development Officer/UWEP Focal Person, Addressed to CAO.

- The Assessor saw Rubirizi DLG Report on a One-Day Meeting of Community Beneficiaries under Livelihood Restoration Plan of Kyambura Small Hydropower Project Dated 11/May/2018, Prepared by Senior Community Development Officer.

- The Assessor saw Rubirizi DLG Work Plan for 2017/2018 FY, Section 9 Community Based Services, Pages 94 – 98 with the following planned activities: Output: Gender Mainstreaming, Non Standard Outputs, Sub county Stakeholders Sensitized on Gender Issues in the 3 Sub counties of Katerera County (500,000 UGX – Local Revenue, Page 95); Output: Support to Youth Councils, Youth Council General and Executive Meetings, Youth Day Celebration (3,346,000 UGX – Non Wage Grant, Pages 95-96); Output: Support to Disabled and the Elderly, Meetings, Mobilization of PWDs to Support and Benefit from Government Programmes (9,937,000 UGX – Non Wage Grant, Page 96); Output: Representation on Women's Councils, Meetings, Coordination of Women Activities (7,496,000 UGX – Non Wage Grant, Pages 96 -97).

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the 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.</li> </ul>	<p>- There WAS Evidence that gender focal point had planned activities for current FY (2018/2019 FY) to strengthen women's roles. The Assessor saw Rubirizi DLG Annual Work Plan for 2018/2019 FY, Approved by Council on 24/May/2018 under Min. COU 21/2018, with the following planned activities on Pages 78 – 84 under Community Based Services Section: Output 108107: Gender Mainstreaming, Sub county Stakeholders Sensitized on Gender Issues in the 3 Sub counties of Katerera County (1,000,000 UGX – Local Revenue, Page 80); Output 108110: Support to Disabled and the Elderly, Mobilization of PWDs to Support and Benefit from Government Programmes (8,000,000 UGX – Conditional Grant, Page 81); Output 108111: Culture Mainstreaming, Women Day Celebration (1,000,000 UGX – Local Revenue, Page 82); Output 108114: Representation on Women Councils, Funding Women Projects and Monitoring them (7,000,000 UGX – Non Wage Grant, Page 83). The Assessor saw Rubirizi DLG Submission of UWEP Annual Work Plan for 2018/2019 FY with a Budget of 113,047,270 UGX Dated 18/July/2018, Signed by CAO on 24/July/2018, Received by MoGLSD on 27/July/2018. The UWEP Annual Work Plan for 2018/2019 FY that was seen by the Assessor was Prepared by Gender Focal Point Person, Reviewed by Chief Finance Officer; Approved by CAO on 24/July/2018.</p> <p>- There was NO Evidence that more than 90% of previous year's budget for gender activities was implemented since the ENTIRE Local Revenue Allocation of 500,000 UGX that was made for Gender Activities for FY 2017/2018 was NOT Disbursed to Gender Focal Point Person/Community Based Services Department.</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"> <li>• 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</li> </ul>	<p>There WAS Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans as exemplified by the following:</p> <ul style="list-style-type: none"> <li>- The Assessor saw Environmental Screening Report (ESR) for Construction of a 2 Classroom Block at MUNYONYI P/S in Katanda Sub-county under SFG (RUBI/602/WRKS/2017-2018/0003) Dated 11/May/2018, Signed by Senior Environmental Officer.</li> <li>- The Assessor saw Environmental Screening Report (ESR) for Construction of KYABAKARA Gravity Flow Scheme (GFS) Phase 2 in Kyabakara Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0002) Dated 08/May/2018, Signed by Senior Environmental Officer.</li> <li>- The Assessor saw Environmental Screening Report (ESR) for Construction of 2 Stance Lined VIP Latrine at KISENYI P/S in Katunguru Sub-county under LGMSD/DDEG (RUBI/602/WRKS/2017-2018/0043) Dated 19/May/2018, Signed by Senior Environmental Officer.</li> <li>- The Assessor saw Environmental Screening Report (ESR) for Construction of District Administration Block Phase I under Transitional Grant (RUBI/602/WRKS/2017-2018/0047). Dated 19/June/2018, Signed by Senior Environmental Officer.</li> <li>- The Assessor saw Environmental Screening Report (ESR) for Construction of 3 Stance Lined VIP Latrine at Katerera Town School Dated 14/May/2018, Signed by Senior Environmental Officer.</li> </ul>	<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"> <li>• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>There WAS Evidence that the LG integrated environmental and social management plans in the contract bid documents as exemplified by the following:</p> <ul style="list-style-type: none"> <li>- Construction of a 2 Classroom Block at MUNYONYI P/S in Katanda Sub-county under SFG (RUBI/602/WRKS/2017-2018/0003). Environmental and Social Mitigation Measures Budget (100,000 UGX) was found on Page 1 of 6 in the Bill of Quantities.</li> <li>- Construction of KYABAKARA Gravity Flow Scheme (GFS) Phase 2 in Kyabakara Sub-county under UWFG (RUBI/602/WRKS/2017-2018/0002). Environmental and Social Mitigation Measures Budget (54,975 UGX) was indicated as No. 11, Sheet 1, Bill No. 5 in the Bill of Quantities.</li> <li>- Construction of 5 Stance Lined VIP Latrine at KASHAKA P/S in Katunguru Sub-county under SFG (RUBI/602/WRKS/2017-2018/0021). Environmental and Social Mitigation Measures Budget (100,000 UGX) was indicated as No: (f) in the Bill of Quantities.</li> </ul>	<p>1</p>

- Construction of 2 Stance Lined VIP Latrine at KISENYI P/S in Katunguru Sub-county under LGMSD/DDEG (RUBI/602/WRKS/2017-2018/0043). Environmental and Social Mitigation Measures Budget (200,000 UGX) was indicated as No: (f) in the Bill of Quantities.
- Construction of District Administration Block Phase I under Transitional Grant (RUBI/602/WRKS/2017-2018/0047). Environmental and Social Mitigation Measures Budget (500,000 UGX) was indicated in the Bill of Quantities.
- Construction of Guard House at RUGAZI Health Centre IV in Rubirizi Town Council under LGMSD/DDEG (RUBI/602/WRKS/2017-2018/0029). Environmental and Social Mitigation Measures Budget (50,000 UGX) was indicated as No: (D) in the Bill of Quantities.
- Construction of a 4 Stance VIP-Latrine at RUGANDO P/S in Katerera Town Council under SFG (RUBI/602/WRKS/2018-2019/0008). Environmental and Social Mitigation Measures Budget (100,000 UGX) was indicated as No: (F) in the Bill of Quantities.
- Construction of a 4 Stance VIP-Latrine at KIRUGU MOSLEM P/S (RUBI/602/WRKS/2018-2019/0006). Environmental and Social Mitigation Measures Budget (100,000 UGX) was indicated as No: (F) in the Bill of Quantities.
- Construction of KYABAKARA Gravity Flow Scheme (GFS) Phase III in Kyabakara Sub-county (RUBI/602/WRKS/2018-2019/0010). Environmental and Social Mitigation Measures Budget (54,975 UGX) was indicated as No: 11 in the Bill of Quantities.
- Construction of a 4 Stance VIP Latrine at BUTOOHA P/S in Magambo Sub-county under SFG (RUBI/602/WRKS/2018-2019/0009). Environmental and Social Mitigation Measures Budget (100,000 UGX) was indicated as No: (F) in the Bill of Quantities.
- Construction of a 4 Stance VIP Latrine at MUSHUMBA P/S in Ryeru Sub-county under SFG (RUBI/602/WRKS/2018-2019/0007). Environmental and Social Mitigation Measures Budget (100,000 UGX) was indicated as No: (F) in the Bill of Quantities.
- Construction of a 4 Stance VIP Latrine at KARAGARA P/S in Ryeru Sub-county under SFG (RUBI/602/WRKS/2018-2019/0005). Environmental and Social Mitigation Measures Budget (100,000 UGX) was indicated as No: (F) in the Bill of Quantities.

<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"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>There WAS Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners as exemplified by the following:</p> <ul style="list-style-type: none"> <li>- The Assessor saw a Land Title for District Headquarters with the following details: LWY (RUB) 17/178, Certificate of Title, Freehold Register, Volume MBR 390, Folio 23, Block (Road) 22, Plot 166 at Rubirizi – Ndekye, 10.7810 Ha, Bunyaruguru, Rubirizi.</li> <li>- The Assessor saw a Land Title for KITCHWAMBA Sub county Headquarters with the following details: LWY/RUB/17/220, Certificate of Title, Freehold Register, Volume MBR 499, Folio 2, Block (Road) 10, Plot 269 at Kitchwamba, 3.5850 Ha, Bunyaruguru, Rubirizi.</li> <li>- The Assessor saw a Land Title for MAGAMBO Sub county Headquarters with the following details: Certificate of Title, Freehold Register, Volume MBR 387, Folio 23, Block (Road) 22, Plot 157 at Njuguto - Magambo, 6.5430 Ha, Bunyaruguru, Rubirizi.</li> <li>- The Assessor saw a Land Title for KATERERA Sub county Headquarters with the following details: LWY/RUB/16/165, Certificate of Title, Freehold Register, Volume MBR 365, Folio 17, Block (Road) 10 Bunyaruguru, Plot 237 at Ibamba - Mwongyera, 0.3090 Ha, Katerera, Rubirizi.</li> <li>- The Assessor saw a Land Title for District Land with Demonstration of Passion Fruit Production with the following details: LWY/RUB/13/15, Certificate of Title, Freehold Register, Volume MBR 17, Folio 23, Block (Road) 22 Bunyaruguru, Plot 80 at Bururuma, Rutoto, Bunyaruguru, 4.6570 Ha, Bunyaruguru, Rubirizi.</li> </ul>	
---	---	--	--

<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"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>There was NO Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer.</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"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>There was NO Evidence that Contract Payment Certificates included prior environmental and social clearance.</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"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>There was NO Evidence that Environmental Officer and CDO Monthly Report included a) completed checklists b) deviations observed with pictures c) corrective actions taken.</p>	<p>0</p>
---	---	---	----------

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG budgeted for a Head teacher and a minimum of 7 teachers for FY 2018/19 to the tune of 3,619,562,000/= for the 503 teachers in the 56 public schools as per Performance contract CR/D/835 dated 17/9/2018</p>	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG has deployed a Head teacher and a minimum of 7 teachers per school for the current FY as per list of schools and staff lists. In visited schools, at Busingye Memorial P.S there was 1 Head teacher and 10 teachers for the 500 pupils. In Nyabubare Islamic P.S, there was a Head teacher and 7 teachers for the 250 pupils. Buhinda P.S had a Head teacher and 14 teachers for the 969 pupils while Rumuri P.S had a Head teacher and 10 teachers for the 684 pupils.</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"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</li> </ul> <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul>	<p>The LG has filled the structure for primary teachers with a wage provision by 496 teachers out of the 503 teachers representing 98% of the structure.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>The LG has substantively filled the position of school inspectors as per staff structure of 2. The Inspectors are Xavier Twesigye and Mary Kyomugisha</p>	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>The LG has submitted a recruitment plan to HRM for the current FY to fill positions of the following; 5 Head teachers, 5 Deputy Head teachers, and 15 Education Assistants as per letter CR/156/4/1 dated 27/01/2018</p>	<p>2</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>There was no need for recruitment of school inspectors since the positions were already filled.</p>	<p>2</p>
--	---	--	----------

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"> <li>• 100% school inspectors: score 3</li> </ul>	<ul style="list-style-type: none"> <li>• The inspectors of schools were appraised ie CR/D/671 ON 11/08/18 AND CR/D/E/293 ON 2/7/18</li> </ul>	<p>3</p>
---	--	---	----------

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• The district has 40 primary schools of which a sample of 20 was taken and one out those was not appraised.</li> <li>• NUWAMANYA DAN CR/D/E /531 ( NOT APPAISED)</li> <li>• MUSIMENTA WINFRED CR/D/E/411</li> <li>• ARYAMPA GLORIOUS CR/D/E/125</li> <li>• TWINAMASIKO JACKSON CR/D/E/681</li> <li>• AHIMBISWE JOHNBAPTIST CR/D/E/10</li> <li>• MUTEEBA JORAM CR/D/E/423</li> <li>• IRWANIRO MARIAM CR/D/E/ 184</li> <li>• RUBANZA GEORGE CR/D/E/547</li> <li>• KYOMUKAMA KATO ALICE CR/D/E/299</li> <li>• NANTALE JESCA CR/D/E/478</li> </ul>	<p>3</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"> <li>• 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</li> </ul>	<p>The LG has not communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools. The LG had received the circular on Malaria No. 03/2018 of 9/4/2018, and the School calendar dated 2/10/2017 ref ADM/235/296/01. Only the Stop Malaria circular was received and signed for by 39 Head teachers on 12/4/2018. Only the Malaria circular was seen in 2 of the 4 visited schools; Buhinda and Rumuri.</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"> <li>• 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</li> </ul>	<p>The LG held meeting for Head teachers on 28/8/2017 and among others explained and sensitized teachers on the guidelines, policies, circulars issued by the national level. 56 Head teachers were in attendance.</p>	<p>2</p>
<p>The LG Education Department has effectively inspected all registered primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	<p>Almost all private and public schools have been visited at least once per term and reports produced. In term 3 of 2017, 52 public schools and 48 private schools were inspected. In term 1 of 2018, 50 public schools and 23 private schools were inspected. In term 2 of 2018, 62 public schools and 22 private schools were inspected. In visited schools Busingye Memorial was inspected 24/9/2018, 16/4/2018, 28/2/2018, 27/10/2017 and inspection reports produced.. Nyabubare Islamic was inspected on 19/4/2018, 14/2/2018, 6/11/2017, and 26/7/2018. No inspection report was available for Term 2 of 2018. Buhinda was inspected on 19/7/2018, 19/5/2018, 6/6/2018, and 17/3/2018. There was no inspection for Term 3, 2017. Rumuri had been inspected on 18/6/2018, 10/6/2018, 28/4/2018, 26/3/2018, and 17/10/2017.</p>	<p>10</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"> <li>• 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</li> </ul>	<p>There is evidence that the Education Department had discussed school inspection reports and used reports to make recommendations for corrective action as reflected in Departmental meetings held on 25/5/2018 Min 16/2018 where the two teachers Mavis Anjuna and Laban Twesigye working in the same school and dating and on 19/1/2018 Min 2/2018 where transfers of teachers were discussed.</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"> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	<p>Acknowledgement letters from DES were available at the Department as evidence of submission of inspection reports to DES and they were dated 18/9/2018 for Term 2, 13/7/2018 for Term 1, and Term 3 dated 31/1/2018.</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"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>There is evidence that Inspection recommendations are followed up from Head teachers met at visited schools as follows;</p> <p>Busingye Memorial P.S – Construction of washing facilities, having a talking compound, and schemes of work</p> <p>Nyabubare P.S – Timetabling to reduce on Islamic teaching, wearing shoes at school, and boiling drinking water</p> <p>Buhinda – Reduction of teacher absenteeism by introducing the daily attendance book, curbing pupil absenteeism</p> <p>Rumuri– Display of learning aids in class after use</p>	4
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>The LG has not submitted accurate / consistent data pertaining to list of schools in the district. The LG has 76 schools (56 public and 20 private) while EMIS data indicates a total of 90 schools. This discrepancy is a result of MoES using 2017 data which included private schools that were closed in 2018.</p>	0
<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"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>The LG had not submitted accurate/consistent enrolment data. The LG has a total of 30,180 pupils while EMIS data indicates a total of 29,421</p>	0



Governance, oversight, transparency and accountability

<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"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>The DEO presented to the Education sector committee his report on 25/4/2018 under Min 13/2018 where remedial classes, issue of transfers at Kashaka P.S, sanitation in Rugando P.S, and the matter of Model schools were discussed.</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"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>There is evidence that in the Education sector committee meeting of 29/8/2018 under Min COU/28/2018b sought approval of funds for roofing of Kyambura, VIP latrines in 4 schools, 398 iron sheets.</p> <p>The Departments Work Plan and budget were approved on 29/8/2018 under Min COU/28/2018b.</p>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>There was evidence of functional SMCs on file at the DEOs office that 35 out of 56 public schools had held SMC meetings and submitted their SMC minutes to the DEO's office. In visited schools;</p> <p>Busingye Memorial P.S had held SMC meetings on 10/8/2018, 5/5/2018, 15/2/2018, and 8/12/2017</p> <p>Nyabubare P.S had held SMC meetings on 13/3/2018. There was no meeting in Term 2 of 2018.</p> <p>Buhinda P.S had held meetings on 3/8/2018, 23/4/2018, 22/2/2018, and 28/11/2017.</p> <p>Rumuri P.S had held SMC meetings on 8/6/2018, 1/5/2018, 15/2/2018, and 6/10/2018.</p>	<p>3</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"> <li>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants</li> </ul> <p>e.g. through posting on public notice boards: score 3</p>	<p>The LG has publicised all schools receiving non-wage recurrent grants through posting on the main LG notice board. In visited schools, Busingye Memorial P.S had the non-wage recurrent grants for Term 3 2018 of 1,829,347/= displayed on the external notice board as well in the Head teachers office. In Nyabubare Islamic P.S the non-wage recurrent grants were displayed in the Head teachers office and in the staff room. 1,082,642/= had been received or Term 3. In Buhinda P.S the non-wage recurrent grants were displayed in the Head teacher's office. 2,650,000/= had been received for Term 2. In Rumuri, the non-wage recurrent grant was displayed in the Head teacher's office and staff room. 2,170,000/= had been received for Term 3.</p>	<p>3</p>
<p>Procurement and contract management</p>			

The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget

Maximum 4 for this performance measure

• 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

The sector had submitted procurement input to Procurement Unit covering all investment items in the approved Sector annual work plan and budget by April 30th. The Plan submitted on 10/4/2018 included 4 VIP latrines at 4 schools, 2 classroom block and administration block at Ryeru P.S and iron sheets for 5 schools.

Financial management and reporting

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>	<p>Rubirizi DLG Education department payments reviewed show that the department endeavoured to timely certify and pay contractors:</p> <p>Payment of Shs 4,206,116 retention to Richo Investments (U) Ltd for construction of a classroom block at Kichwamba P/S. Invoicing 14/02/18, certification 27/03/18 and payment 29/03/18 (1 month 15 days).</p> <p>Payment of Shs 47,286,200 to Richat Partners Ltd for construction of a 2 classroom block at Munyonyi P/S. Invoicing 25/06/18, certification 22/06/18 and payment 29/06/18 (4 days).</p> <p>Payment of Shs 3,198,132 retention to Vijacol (U) Ltd for construction of a 5 stance VIP latrine at Mugyera P/S. Invoicing 25/06/18, certification 22/06/18 and payment 29/06/18 (4 days).</p> <p>Payment of Shs 23,778,546 to Tukkal Construction Company Ltd for construction of a 5 stance VIP latrine at Kashaka P/S. Invoicing 14/05/18, certification 14/05/18 and payment 07/06/18 (23 days).</p> <p>Payment of Shs 40,724,956 to Richat Partners for construction of a classroom with store at Munyonyi P/S. Invoicing 14/05/18, certification 14/05/18 and payment 15/05/18 (1 day).</p> <p>Payment of Shs 13,056,308 to Richat Partners for construction of a 2 stance VIP latrine at Kisenyi P/S. Invoicing 25/06/18, certification 22/06/18 and payment 29/06/18 (4 days).</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"> <li>Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul>	<p>The annual performance report for the previous FY was submitted to the Planner for consolidation on 15/8/2018.</p>	<p>0</p>

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>o If sector has no audit query score 4</li> <li>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</li> <li>o If all queries are not responded to score 0</li> </ul>	<p>Rubirizi DLG Education department did not have any audit queries in the FY 2017/18.</p>	<p>4</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>The LG Education department had disseminated guidelines on gender in a Head teachers meeting held on 20/4/2018 under Min 3/2017/18. 51 teachers were in attendance.</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"> <li>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</li> </ul>	<p>The LG Education department in collaboration with gender department have issued and explained guidelines on sanitation in a meeting held on 22/8/2017. 56 teachers were in attendance.</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"> <li>Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>The SMCs meet the guideline on gender composition. In visited schools the following females were on the SMCs representing the Foundation body as follows:-</p> <p>Busingye Memorial – Juliet Kambanda and Jeninah Busingye</p> <p>Nyabubare Islamic – Shamillah Namata and Saidat Kyomugisha</p> <p>Buhinda – Celemensia Kyohairwe and Veneranda Bakamukunda</p>	<p>1</p>

<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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:</li> </ul>	<p>The LG Education department in collaboration with Environment department has issued guidelines on environment management in Head teachers meetings held on 20/2/2018 and 21/2/2018. 71 Head Teachers and other stakeholders and 100 Head teachers and other stakeholders attended the two meetings respectively.</p> <p>In visited schools, Busingye Memorial there is tree planting, an environment club and a dustbin on each classroom door. At Nyabubare, there is tree planting, an environment club, and 2 compost pits. In Buhinda, there is tree planting, and a compost pit, while at Rumuri there is tree planting, an environment club, a compost pit, and a “Wet Project” for wetland protection.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>School infrastructure projects have been screened before approval for construction as per Environment Officer’s Environment and Social Safeguard Management Plan Report dated 11/5/2018 for a block of 3 classrooms at Munyonyi P.S for screening conducted on 28/11/2017, and a report dated 19/5/2018 on a 2-stance VIP latrine at Kisenyi P.S for a screening meeting conducted on 26/4/2018.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>	<p>The Environment Officer and Community Development Officer have visited the sites to check whether mitigation plans are complied with as per minutes of meeting held on 12/7/2018 Min 3b. The CDO was secretary to the meeting.</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"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• The LG filled 110 out of 151 positions provided for in the Wage Bill of 2018/2019.</li> <li>• Examined are the following Sources of information; Health department staff establishment list report as at the 31st August 2018, the approved structure from Ministry of Public Service (MOPS) and the revised wage bill estimates circular (Ref. HRM 155/222/02, Annex 1B page 3 of 4) from PSST/MOFPED (authored by Kenneth Mugambe) dated 20th March 2018 amounting to UGX.1, 263,604,200 provided for the 110 staff positions filled.</li> </ul>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<ul style="list-style-type: none"> <li>• The department submitted a Recruitment Plan to the CAO a replacement basis for the 41 vacant posts authored by Dr. Tibenda.B.K.Sete (DHO) dated the 12th January 2018.</li> </ul>	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"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• The district has 1 H/C IV, 3 H/C III, AND 9 H/C II. And all the health facility in charges were appraised.</li> <li>•• NANKINGA AIDAH, RUGAZI HCIV</li> <li>• BANTURAK EXPEDITO, KATUNGURU HCIII</li> <li>• NDAIRIHO BALUKU, KIKYABI HCIII</li> <li>• KATUSHABE AIDA, KATERERA HCIII</li> <li>• TURYAMUREBA EDSON, KASHAKA HCII</li> <li>• TAHABWASI DEBORAH, NDANGARO HCII</li> <li>• BAGAYA AGNES, MUSHAMBA HCII</li> <li>• MATE ABRAHAMS, KYENZAHA HCII</li> <li>• MUTESA NICHOLAS KISHENYI HCII</li> <li>• MESOSYALYA DANIEL KYAKABARA HCII</li> <li>• NABISERE PHIONA BUTOHA HCII</li> <li>• MUHANZI RONALD KAZINGA HCII</li> </ul>	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"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• The department deployed staff as per the list submitted and this was consistent with the staff found at the health units visited.</li> <li>• Evidenced from the staff posting list as of 1st July 2018 and verification of the staffing at the health facilities of:</li> <li>• KATERERA HCIII, KYENZAHA HCII, KICHWAMBA HCIII, RUGAZI HCIV &amp; MUSHUMBA HCII visited on the 27th September 2018. The posting were as follows:</li> <li>KATERERA HCIII 16</li> <li>KYENZAHA HCII 5</li> <li>KICHWAMBA HCIII 14</li> <li>RUGAZI HCIV 35</li> <li>MUSHUMBA HCII 4</li> <li>• The posting list at the DHO's office corresponded to the staff at the Health Centres visited as per the daily monthly wage/attendance registers and duty Rosters and head counts for those present on duty.</li> </ul>	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"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>There was no evidence that the DHO ever communicated and distributed any of the guidelines from the MOH (The Ministry of Health Guidelines for Local Government Planning process-health sector supplement-2017; Ministry of Health, Sector Grant and Budget Guidelines to Local Government FY 2018/19, Guidelines for Local Government Planning process-health Sector supplement-2017 &amp; Ministry of Health, Policy Strategies for improving health Service Delivery 2016-2021) though they alleged to have done so for the one on sector grant guidelines for the other two circulars, allegations were that they had not received them from the Ministry as observed in other LGs.</li> <li>No copy of these guidelines was found in all the Five (5) health units visited.</li> </ul>	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"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>The DHO held meetings with In-Charges held on 07/06/2018, 11/1/2018 and 17/8/2017</li> <li>However, there was no evidence that the guidelines, policies &amp; circulars issued or not issued were explained to the Health Unit In-Charges especially this particular three circulars &amp; policies. (The Ministry of Health Guidelines for Local Government Planning process-health Sector supplement-2017; Ministry of Health, Sector Grant and Budget Guidelines to Local Government FY 2018/19 &amp; Ministry of Health , Policy Strategies for improving health Service Delivery 2016/2021)</li> </ul>	0
<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>	<ul style="list-style-type: none"> <li>The DHT supervised the only HCIV (RUGAZI HCIV) On 12/2/2018 (done by MUBANGIZI KIZITO, AINOMUGISHA PATIENCE &amp; DR TIBENDA SETE), 02/5/2018(done by DR. TEBENDA SETE &amp; MBABAZI ASINGWIRE GETRUDE-ADHO-MCH).</li> <li>Evidence was the support supervision log book of the RUGAZI HCIV examined on the 27th September 2018 at the Health Unit.</li> </ul>	3

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>• If 100% supervised: score 3</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60% - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• There was evidence that RUGAZI HCIV (the rank of HSD) did supervise the lower health units.</li> <li>• This was evidenced by the support supervision reports dated the 14/6/2018, 12/5/2015, 29/3/2018, 26/2/2018 &amp; 29/10/2017 done for KICHWAMBA HCIII, KATUNGURU HCIII &amp; KATERERA HCIII.</li> <li>• The HCIIIs were supervised by the HCIIIs.</li> </ul>	<p>1</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"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• The support supervision reports were discussed in meetings with Health Unit staff, meetings with In-Charges &amp; DHT meetings where action points are developed.</li> <li>• The evidence was the examined minutes of meetings with In-Charges dated the 7/6/2018, 11/1/2018 &amp; 17/8/2017 where discussions were done and action points developed.</li> </ul>	<p>4</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the recommendations are followed</li> <li>– up and specific activities undertaken for correction: score 6</li> </ul>	<ul style="list-style-type: none"> <li>The comments on the supervision log books examined in the Health Units visited showed recommendations made by the DHT and HSD supervisors.</li> <li>There was evidence that the recommendations were followed up and specific activities under taken for correction as evidenced in the DHT meetings dated 4/6/2016, 25/5/2018 &amp; 6/3/2018.</li> </ul>	6
<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"> <li>Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The LG (health department) provided information regarding the list of Health facilities receiving PHC funding consistent with the MOH (health facilities reporting)/DIS2.</li> <li>A list of 15 Health Facilities (one Government HCIV- Three HCIIIs &amp; Eleven HCIs receiving PHC funding as per the list availed by the DHO's office.</li> <li>The Committee on Social Services met five times in the financial year ( 25/4/2018 under minute 16/2018 Ultra sound scan for RUGAZI HCIV be privatised, minute 15/2018 presentation of the Health Sector reports; 8/2/2018 under minute 03/2018 presentation of the health sector report &amp; minute 08/2018 on availability of UGX. 11,000,000 in plan for RUGAZI HCIV toilets &amp; new HIV arrangements; 23/11/2017 under minute on sanitation programme, replacement of HUMC, dual employment by health workers &amp; pronouncement of RUGAZI HCIV to a hospital status, minute 23/2016/2017 on resolution to have next health assembly in BUNYARUGURU COUNTY &amp; request for explanation from the DHO as to why immunisation outreaches were closed down; 28/11/2017 &amp; 28/8/2017 under minute 4/2017/2018 on fate of KATERERA HCIII askari found in possession of stolen Agricultural inputs. .</li> </ul>	10
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"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>The Committee on Social Services after meetings presented reports to Council for approval.</li> <li>This was evidenced with submission to Speaker during council sessions dated the 24/5/2018, 28/2/2018 &amp; 19/12/2017.</li> </ul>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	<ul style="list-style-type: none"> <li>The Committee on Social Services after meetings presented reports to Council for approval.</li> <li>This was evidenced with submission to Speaker during council sessions dated the 24/5/2018, 28/2/2018 &amp; 19/12/2017.</li> </ul>	<p>2</p>

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• All the health facilities visited (KTERERA HCIII, KYENZEZA HCII, KICHWAMBA HCIII, RUGAZI HCIV &amp; MUSHUMBA HCII have HUMCs in place.</li> <li>• MUSHUMBA HCII HUMC met on the 12/1/2018,21/3/2018 &amp; 13/6/2018 and discussed donation of UGX.250,000 by the area MP, securing of barbed wire for fencing the health unit, accountability of PHC funds.</li> <li>• RUGAZI HCIV HUMC met on the 29/6/2018 (election of new chairperson &amp; report of in-charge including financial matters), 29/3/2018 water reservoir budget, incinerator chimney fixing &amp; PHC funds to be budgeted for, 25/1/2018 recruitment of additional porter to give support to the existing one.</li> <li>• KICHWAMBA HCIII HUMC 3/3/2018 under minute 2/2018 discussed PHC funds, maternity services, fencing of health unit option to repair ART clinic &amp; 28/11/2017 under minute 10/2017 which discussed utilisation of PHC funds &amp; explaining the role of the HUMC by the chair to members</li> <li>• KYENZEZA HCII HUMC met on the 18/10/2017 under minute 15/2017 OPD pit latrine falling curtain wall, valuation of health unit land by UNRA, minute 16/2017 discussing the need for land title for the health facility, non delivery of child days medicine &amp; plan for a new outreaches in KYEZOGOMBE</li> <li>• KATERERA HCIII HUMC met 17/4/2018 under minute 17/2018 on work plan unfunded priorities &amp; minute 20/2018 on water extension, use of land by staff, prioritisation of the repair of maternity, laboratory &amp; patients' ward, 24/1/2018 under minute 9/2018 on contribution of UGX.400,00 for maintenance of water system, issue of a porter and storage of motorcycle &amp; minute 10/2018PHC funds for second quarter, 25/7/2017 under minute 17/2017 need to review and approve work plan minute 20/2017 PHC funds released.</li> </ul>
---	---	---

<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"> <li>Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul>	<ul style="list-style-type: none"> <li>The department did publicise the PHC funding to the 15 health units on the notice boards at the district headquarters examined, there was evidence that the lists of units receiving PHC funding were displayed.</li> </ul>	<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"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>The department submitted procurement requests for the financial year 2018/2019 to the PDU later than the required deadline of the 30th April 2018.</li> <li>The evidence was submission for office chairs, table &amp; executive chairs of UGX.3, 000, 000 dated the 10/7/2018 by Dr. TIBENDA SETE; renovation of water system at UGAZI HCIV of UGX.10,000,000 dated the 6/8/2017 by DR TIBENDA SETE; renovation of a laboratory at KATERERA HCII at UGX.8,350,000 dated the 1/8/2018; renovation of staff house at RUMURI HCII at UGX.11,000,000 dated the 24/7/2018 &amp; renovation of a staff house at KYENZEZA HCII at UGX. 9,000,000 dated the 30/7/2018.</li> </ul>	<p>0</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"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>For the FY 2017/2018, there was evidence that the health department submitted to CAO the procurement request far later than the deadline of 30/9/2017</li> <li>The evidence was the PP1 forms for the extension of a maternity ward at RUGAZI HCIV signed by Dr. AIDA NAKINGA dated the 16/3/2018.</li> </ul>	<p>0</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"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>Rubirizi DLG Health department payments reviewed show that the department endeavoured to timely certify and pay contractors. Below is the only certified payment the LG health department made:</p> <p>Payment of Shs 25,627,119 to Nato Engineering Company Ltd for construction works in the extension of the maternity ward at Rugazi HC-II. Invoicing 25/06/18, certification 25/06/18 and payment 28/06/18 (3 days).</p>	<p>4</p>															
<p>Financial management and reporting</p>																		
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	<p>There was no evidence the department submitted the annual performance report for the previous FY 2017/2018 to the planner by mid July.</p> <p>According to the district planner the reports were generated on line and concurrently consolidated. Submissions of quarterly reports to Planning unit during FY 2017/2018 were consolidated as:</p> <table border="1" data-bbox="678 1059 1402 1361"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>16/1/2018</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 2</td> <td>15/2/2018</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 3</td> <td>22/5/2018</td> <td>PBS LG Planning data</td> </tr> <tr> <td>Quarter 4</td> <td>15/8/2018</td> <td>PBS LG Planning data</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 1	16/1/2018	PBS LG planning data	Quarter 2	15/2/2018	PBS LG planning data	Quarter 3	22/5/2018	PBS LG Planning data	Quarter 4	15/8/2018	PBS LG Planning data	<p>0</p>
Quarter	Date of submission	Reference																
Quarter 1	16/1/2018	PBS LG planning data																
Quarter 2	15/2/2018	PBS LG planning data																
Quarter 3	22/5/2018	PBS LG Planning data																
Quarter 4	15/8/2018	PBS LG Planning data																



<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>• If sector has no audit query: Score 4</li> <li>• If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>• If all queries are not responded to Score 0</li> </ul>	<p>Rubirizi DLG Health Department had some internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>One such a query was in the Quarter 1 report – about the fact that the Health In charge of Katerera HC-II attended duty only 5 times in the period of 5 months from August to December 2017. The assessment did not see evidence that this anomal was corrected by the end of the year FY 2017/18.</p>	<p>0</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"> <li>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2</li> </ul>	<ul style="list-style-type: none"> <li>• The compositions of the HUMCs of the four health units visited (KATERERA HCIII, KYENZEZA HCII, KICHWAMBA HCIII &amp; RUGAZI HCIV)met the requirements of the guidelines of at least 30% women</li> <li>• Only MUSHUMBA HCII did not meet the gender composition as per guidelines with four members of which only one was female.</li> </ul>	<p>0</p>

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<ul style="list-style-type: none"> <li>None of the health units visited had their sanitation facilities clearly labelled for both males &amp; females though the privacy was as well observed.</li> <li>The LG did not formally issue guidelines on how to manage sanitation in health facilities.</li> </ul>	<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"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>In the financial year 2017/2018, there were capital projects for health department.</li> <li>The environment officer did not carry out project screening, EIA, develop mitigation plans and follow up on any safeguards to mitigate the potential adverse environmental effects by the projects.</li> </ul>	<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"> <li>The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2</li> </ul>	<p>There was no evidence that the Environment and Community Development officers visited the project sites to check whether the mitigation plans were complies with.</p>	<p>0</p>

<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"><li>• 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 disposal2: score 4.</li></ul>	<ul style="list-style-type: none"><li>• Guidelines on waste management were distributed to health units as evidenced from the copies of the guidelines seen at the health units visited. The Health units visited displayed the Waste Management Instructions at the Health Units critical areas.</li></ul>	<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"> <li>• 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"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>- From the DWO Summary of the safe water coverage submitted to Chief administrative officer showing the average safe water coverage of the district as 65%) and each of the sub counties was presented and also was compared with computed safe water coverage from MWE. 4 out of 9 Sub counties were found to be below the district average of safe water coverage and this included Kicwamba with 41%, Magamba with 60% Kirugo 34%, Katunguru 60%, From the AWP 2018/2019 submitted to MWE on 27/6/2018, it was established that a budget of 270,318,323 m was allocated to water projects and out 270,318,323m, No budget was allocated to sub counties below the district safe water coverage</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"> <li>• 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.</li> <li>o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15</li> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul>	<ul style="list-style-type: none"> <li>- From the DWO progress reports submitted to MWE on 27/7/2018, It was established that 4 sub counties out of 9 Sub-counties were below the average safe water coverage of the district it was also established that a total of 13 projects were implemented and only 6 projects were implemented in 3sub counties with safe water coverage below the district and this constitutes 46.2%</li> </ul>	<p>0</p>
---	---	--	----------

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"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>From the Annual work plan of 2017/2018 it was established that 13 projects were planned for and also implemented and supervised and monitored in the same financial year.</p> <p>From the supervision inspection and meetings file, monthly reports on supervised and monitored projects were available and these included;</p> <ul style="list-style-type: none"> <li>- Inspection progress report on rehabilitation of 3 shallow wells dated 18/5/2018 which included 15 shallow wells,</li> <li>- Supervision reports for the construction of a 3 stance VIP Latrine dated on 16/5/2018.</li> <li>- A report on supervision and monitoring of water and sanitation projects dated on 12/9/2018 was compiled.</li> <li>- A report on supervision of construction of all constructed water project dated 5/1/2017</li> </ul>	<p>15</p>
--	---	--	-----------

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>From the progress reports obtained from the DWO, that were submitted to MWE on 27/7/2018 , it was established that construction of kyabakara GFS, Katunguru piped water supply, 1 RWT In ryeru sub county, 1 RWT in magambo sub county rehabilitation of 7 shallow wells and construction of VIP Latrine in katerera sub county and these were consistent in PBS ,work plans and progress reports</p>	<p>5</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>From the form 1 and form 4 submitted to DWD ON 27/7/2018 and the 4th Quarter progress reports submitted to MWE on 27/7/2018 and the data established from the MWE and PBS in DWO it was established that water facilities in MIS reports were also in PBS reports these included construction of kyabakara GFS, Katunguru piped water supply, 1 RWT In ryeru sub county, 1 RWT in magambo sub county rehabilitation of 7 shallow wells and construction of VIP Latrine in katerera sub county All these were consistent</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>From the DWO there was a copy of procurement plan available and submitted to Procurement on 11/4/2018</p>	<p>4</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"> <li>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</li> </ul>	<p>From the DWO, it was established that there was a detailed contract management plan for the construction of kyabakara GFS under contract no. RUBI602/WRKS/16/17/002 Dated 20/11/17</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>From the sampled projects of kyabakara GFS, Magambo shallow well, it was established that they were constructed as per designs, e.g. kyabakara had a brake pressure tank, source protection, tap stand with drainage and soak pit and functioning well.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>From the DWO in it was established that there were no hand over reports by the contractors for the finished projects.</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"> <li>• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>From the DWO copies of payments obtained were certified by the DWO and the reports were attached. This included</p> <ul style="list-style-type: none"> <li>- Certificate of payment of rehabilitation of 3 shallow wells dated 20/6/2018 of 10,730,920 was certified by DWO and a completion report dated 20/6/2018 attached.</li> <li>- Payment certificate for the construction of VIP 3 stance latrine dated 16/5/2018 was certified by DWO and completion report dated 16/5/2018 attached</li> <li>- Payment certificate for the construction of kyabakara GFS dated 29/1/2048 was certified by DWO and a completion report dated 29/1/2018 was attached</li> </ul>	<p>2</p>
---	--	--	----------



The district Water department has certified and initiated payment for works and supplies on time

Maximum 3 for this performance measure

- Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

Rubirizi DLG Water department payments reviewed show that the department endeavoured to timely certify and pay contractors. Examples of payments reviewed are:

Payment of Shs 9,676,016 to Ferest Investments (U) Ltd for rehabilitation of 3 shallow wells in Rutoto, Magambo and Katanda Sob counties. Invoicing 16/06/18, certification 20/06/18 and payment 27/06/18 (11 days).

Payment of Shs 15,933,081 to Leader Investments (U) Ltd for construction of 3 stance VIP latrine at Katerera Town School in Katerera Town Council. Invoicing 09/05/18, certification 17/05/18 and payment 23/05/18 (14 days).

Payment of Shs 39,511,321 to Ferest Investment (U) Ltd for rehabilitation of Nyamabare Gravity Flow Scheme. Invoicing 15/05/18, certification 17/05/18 and payment 23/05/18 (8 days).

Payment of Shs 63,042,841 to Buwaro Investments Ltd for construction works at Phase II of Kyabakara Gravity Flow Scheme in Kyabakara S/C. Invoicing 16/03/18, certification 23/03/18 and payment 26/03/18 (10 days).

Payment of Shs 10,493,004 retention for construction of Kyabakura Gravity Flow Scheme. Invoicing 10/09/17, certification 30/03/17 and payment 21/09/17 (11 days).

Payment of Shs 189,868,938 to Buwaro Investments Ltd for construction works at Phase 2 - Kyabakara Gravity Flow Scheme. Invoicing 24/01/18, certification 29/01/18 and payment 30/01/18 (6 days).

<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	<p>There was no evidence of date of submission of performance reports to the district planner</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"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>If sector has no audit query score 5</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> <li>If queries are not responded to score 0</li> </ul> </li> </ul>	<p>Rubirizi DLG Water department did not have any internal audit queries in the FY 2017/18.</p>	<p>5</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	<p>From the sectoral committee Report file, it was established that the reports from the DWO dated 14/8/2018 that was proposing the cost 20litre jericana to be put at 100shillings was submitted to sectoral committee for discussion and recommendation to council for approval.</p> <p>On 29/8/2018 the council sat and approved 50 shillings per Jericana under minute COU28/2018.</p>	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	<p>From clerk to council the council that sat on 29/8/2018 under minute COU28/2018 Approved the recommendation presented by the sectoral committee on water and sanitation issues among them was approval of 50 shillings per jericana of water to be charged on water supply schemes.</p>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	<p>From the district notice board, it was established that quarterly releases of funds were displayed</p> <p>On 24/1/2017 water grant that included development grant of 169,425,510 and transitional grant of 8,989,994 were displayed and was discussed in advocacy meetings .</p>	<p>2</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>From the sampled projects of kyabakara GFS constructed and 3 stance VIP Latrine at Katerera P/S, it was established that the labeling was available but not in required standard the dates contractor were missing</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"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>From the district notice board it was established that there were display for tenders dated 22/1/2018 e.g. Construction of kyabakara GFS with reference number RUBI/602/works/2017/18/0002 with best evaluated bidder as Buwaro Investments Ltd at a contract sum 280,756,503</p>	<p>2</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>From the DWO- Application file, it was established that the application forms were filled by the communities requesting for water facilities</p> <ul style="list-style-type: none"> <li>Rutaro Jane of kaciba II LCI requested for extension water 20m from the main line the application was dated on 18/7/2018</li> <li>Mucunguzi Emanuel requested for water extension to muyenga word dated 20/5/2018.</li> <li>Monday appuli of nyakihanda cell rutooma parish requested for a shallow well on 2/1/2018</li> <li>Capital contributions towards capital development was seen and a receipt book of nyamabare GFS was available and a receipt number 202 of 160,000 dated 9/5/2018 was issued to biryomumaisho Jackline</li> </ul>	<p>1</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>From the Sampled project of Katerera GFS, community contributions for O&amp;M were being done and a bank statement for Katerera GFS from 1/1/2018 to 2/8/2018 was available showing payments of water fees</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>From the DWO, it was established that they were reports for environmental screening for the projects implemented.</p> <ul style="list-style-type: none"> <li>Environmental screening report for Kyabakara GFS Dated on 8/5/2018</li> <li>Environmental and social screening reports for shallow wells in Rutoto sub county</li> </ul>	<p>2</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>From the DWO no follow up reports and certificates were available</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"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>From the DWO in BOQs for environmental clauses it was established that there were clauses on environmental protection</p> <p>In the BOQs for the construction of VIP in katerera it was established in Bill no. E; Environmental concerns,</p> <p>Provide reshaping of the ground to match with existing ground, planting grass or trees to prevent soil erosion.</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>From the DWO, in the soft ware report file, it was established that they were reports showing the composition of WSC as 50% and above.</p> <p>For Kyabakara GFS for Nyinamazara Tap had 8 members and 4 were women with key positions of V/C Person, secretay and treasurer.</p> <p>Water user committee at igomanda GFS has 11 members and 6 members are women, tap stand at rwakabamuliyo has 7 members and 4 are women with key positions of V/C Person, secretary and treasurer.</p>	<p>3</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	<p>It was established that the 3- stance VIP latrine at katerera P/S had adequate access and a separate stance for both men and women but had no ramp for PWDs.</p>	<p>0</p>