



## **Local Government Performance Assessment**

Kyenjojo District

(Vote Code: 530)

<b>Assessment</b>	<b>Scores</b>
Accountability Requirements	%
Crosscutting Performance Measures	64%
Educational Performance Measures	41%
Health Performance Measures	55%
Water & Environment Performance Measures	53%

No.	Summary of requirements	Definition of compliance	Compliance justification	Compliant?
<b>Annual performance contract</b>				
1	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.	<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>If LG submitted before or by due date, then state 'compliant'</li> <li>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>	The LG submitted the Annual Performance Contract on 26th July 2019 and received by MoFPED on 26th July 2019	Yes
<b>Supporting Documents for the Budget required as per the PFMA are submitted and available</b>				
2	LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).	<ul style="list-style-type: none"> <li>From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> <li>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>	The LG submitted a Budget and the Procurement Plan for on 26th July 2019 and was received by MoFPED on 26th July 2019	Yes
<b>Reporting: submission of annual and quarterly budget performance reports</b>				
3	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>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>	The LG submitted the Annual Performance Report for the previous FY 2017/2018 on 07 August 2019 and received by MoFPED on 07 August 2019	Yes

4

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).

From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:

- If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).
- If LG submitted late or did not submit at all, then it is not compliant.

The LG submitted the quarterly budget performance reports during FY 2018/2019 by 7th August 2019 as follows:

Quarter 01 on 30th/10/2018

Quarter 02 on 30/01/2019

Quarter 03 on 29th/04/2019

Quarter 04 on 7th/august 2019

Yes

## Audit

5

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.

From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",

Check:

- If LG submitted a 'Response' (and provide details), then it is compliant
- If LG did not submit a 'response', then it is non-compliant
- If there is a response for all –LG is compliant
- If there are partial or not all issues responded to – LG is not compliant.

There was no evidence provided by the LG on submissions of actions on the Internal Auditor General's and Auditor General's findings for the FY 2017/2018 to the PS/ST.

No

6

The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.

The Auditor General's Opinion on the financial statements for Kyenjojo LG for the year ended 30th June 2019 was unqualified.

Yes

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Planning, budgeting and execution</b>				
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<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>The Physical Planning Committee was functional and composed of members as follows: 1st July 2017 under ref no 214</p> <p>Mr. Kyanja Hervert District staff surveyor (Member)</p> <p>Mr Friday Isaac Newton, the Assistant Engineering Officer</p> <p>Mrs Tibakanya Gartrude, the District Educational Officer</p> <p>Mr Tumbira Edson District Agricultural Officer (Member)</p> <p>Mr Twooli Yafesi the District Community Development Officer</p> <p>Mr Yonnah Tindyebwa DWO (Member)</p> <p>Mr Tusiime Charles the DHO</p> <p>Mr Bigabwa Julius Senior Environmental officer (Member)</p> <p>Mr Mugisha m Charles the District Natural Resources Officer</p> <p>Miss Kahoza Evelyn the Physical Planner</p> <p>Mr Kaboha Kalyebara (Member)</p> <p>Mr Rwakijuma Kiiza Godfrey (Member)</p> <p>Mr Nyamutale B Stephen Town clerk Butunduzi (Member)</p> <p>The Committee was functional during the FY 2018/2019 evidenced by the following:</p> <p>On 7th February 2019 under min DPPC063/02/2019 the committee deferred the building plan of Rwenzori Investment limited on Plot 10 block 124 Rweboba, Mwenge, Kihuura sub-county since the land had disputes that had not yet been settled by the court.</p> <p>On 2nd August 2018 under minute DPPC046/08/2018 the committee approved the development application of Nyabuharwa parents secondary school in Nyabuharwa sub-county.</p> <p>There was a plan submissions register dated 2018/19-2020-2021</p>	1

1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <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 of minutes of the Physical Planning Committee submitted to MoLHUD</p>	0
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>Due to absence of a Physical Development plan, the approved infrastructure investments could not be consistent with an absent yard stick</p>	0
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>There was no Action Area plan for FY 2018/2019 was prepared by the District Local Government</p>	0

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

Maximum 5 points on this performance measure.

• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.

There was evidence that the Priorities in AWP for FY 2019/2020 were based on discussions of the budget conference as noted below.

Page xxiv of the AWP covered the construction of classrooms with offices and furniture at Nyakatoma parents school in Butunduzi sub-county.

Completion of Mparo seed secondary school in Kyembogo sub-county page xxiv under education department proposed activities

Upgrading Rwaitengya HCII and Nyakarongo HCII to HC III with support from Uganda Reproductive Maternal and Child Health Improvement Project xxiii

Construction of health center IIIs in selected sub-counties without health facilities xxiv

Carryout drilling and installation of 11 boreholes with hand pump page xxvii

The priorities were discussed in the Budget Conference held on 30th October 2018 section of the report

#### Education

Page 4 of the budget conference discussed the construction of two classrooms with offices and furniture at Nyakatoma parents primary school in Butunduzi sub-county

Completion of Mparo seed secondary school in Kyembogo sub-county page 4

Upgrading Rwaitengya HC II and Nyakarongo HCII to HC III with support from Uganda Reproductive Maternal and Child Health Improvement Project page 3 of the budget conference report

Construction of health center IIIs in selected sub-counties without health facilities page 3

Drilling and installation of 13 boreholes with hand pumps

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

Maximum 5 points on this performance measure.

- 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.

There was evidence that the capital investments in the Annual Work Plan were derived from the five-year Development plan.

Page xxiv of the AWP covered the construction of classrooms with offices and furniture at Nyakatoma parents school in Butunduzi sub-county. which was also visible on page 151 of DDP II

completion of Mparo seed secondary school in Kyembogo sub county page xxiv under education department proposed activities

upgrading Rwaitengya HC II and Nyakarongo HCII to HCIII with support from Uganda Reproductive Maternal and Child Health Improvement Project xxiii page 182 of DDP II

construction of health centre IIIs in selected sub counties without health facilities xxiv

carry out drilling and installation of 11 boreholes with hand pump page xxvii of the AWP and on page 161 of DDP II

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

Maximum 5 points on this performance measure.

- Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.

There was evidence that the project profiles were discussed in the TPC meetings held on 7th February 2019 under Minute 72/DTPC/2018/2019 some of the discussed project profiles included construction of two classrooms with offices and furniture at Nyakatoma parents primary school in Butunduzi sub county

3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>Annual statistical abstract, with gender- disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1.</li> </ul>	<p>The Annual Statistical Abstract was discussed TPC meeting held on: 7th October 2019 under Minute number 035/DTPC/2019/2020</p>	1
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul>	<p>All infrastructure projects implemented by the LG in the FY 2018/2019 were derived from the Annual Work Plan and Budget approved by the LG Council on 29th May 2018 and discussed under Minute no 44/KJD/COU/5/2017/18</p> <p>OPD and other ward construction and rehabilitation in Nyankwanzi SC and Myeri, appeared on page137of the AWP and page 29 of the budget</p> <p>construction of wards at Kyenjonjo hospital, Butunduzi HCIII, Bufunjo HCIII Kigoyera HCIII, and Myeri appeared on page 139 of the AWP and on page 29 of the budget</p> <p>latrine construction at Bucuni P/S, Katoosa P/s /41</p> <p>furniture and fixtures on desks appeared on page 191of the AWP and on page 44 of the budget</p>	2
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 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 the investment were projects were completed as per the work plan at 80%.Some of the completed projects included.</p> <ol style="list-style-type: none"> <li>1. Construction of a five stance VIP Latrine at Kigunda primary school in Kisojo town council yes</li> <li>2. supply of three-seater desks to Kaihura Primary school yes</li> <li>3. supply of electrical equipment to Kyenjonjo General hospital yes</li> <li>4. renovation of Katooke town council premises yes</li> <li>5. renovation of Katooke town council premises yes</li> </ol> <p>Percentage= <math>\frac{4}{5} \times 100</math></p> <p>=80%</p>	2



5	<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>The investment projects in the previous FY were completed at 127% which was not within the – Max. 15% plus or minus of the original budget.</p> <ol style="list-style-type: none"> <li>1. Construction of a five stance VIP Latrine at Kigunda primary school in Kisojo town council had a budget of 18,000,000 and an actual expenditure of 32,049,500</li> <li>2. construction of a five stance VIP latrine at Buhemba PS in Bugaaki sub-county had a budget of 18,000,000 and an actual expenditure of 31,818,800</li> <li>3. supply of 46 three seater desks to Kyabaranga &amp; Bwezi P/S had a budget of 7 200,000 and actual expenditure of 4,590,000</li> <li>4. Completion of a classroom block at Kitega PS in Kanyegaramire had a budget of 16,364,000 and an actual expenditure of 8,393,500</li> <li>5. Supply of 40 three seater desks to Bukongwa and IGOMA ps lot 5 in Kyemboga and Bufunjo sc had a budget of 4,000,000 and actual expenditure of 4,000,000</li> </ol> <p>Total budget 63,564,000</p> <p>total Actual expenditure 80,851,800</p> <p>=127%</p>	0
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5	<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>The LG budgeted and spent 94% of the O&amp;M budget</p> <p>Under administration cleaning &amp; sanitation had an O&amp;M budget of 18,000,000 and an actual expenditure of 18,000,000</p> <p>under finance maintenance, other had an O&amp;M budget of 3,200,000 and actual O&amp;M expenditure of 1,729,000</p> <p>under education, cleaning &amp; sanitation had an O&amp;M budget of 3,737,000 and actual expenditure of 3,737,000</p> <p>Budget for O&amp;M in FY 2018/2019 Shs 24,937,000</p> <p>Actual expenditure on O&amp;M during the FY Shs 23,466,000</p> <p>Percentage 94%.</p>	2
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## Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>According to the approved District staff structure by MoPS dated 20th January 2017 Reference ARC/135/306/01, the District had 10 departments including Administration department that was headed by Deputy CAO. Of the 10 heads of departments 08 were substantively filled while 02 were not substantively filled.</p>	0
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Maximum 5 points  
on this  
Performance  
Measure

Departments Substantively filled included;

1. Administration department was headed by the Ms Katusiime Harriet the Deputy Chief Administrative Officer. She was transferred to Kyenjojo District on 20/6/2019.

The following heads of departments were substantively filled;

1. Planning department was headed by Mr Richard Businge File No CR/D/KJJ/00409. He was appointed as a District Planner on 30/3/2016 ref CR/160 under DSC No 484/2016.

2. Natural Resources department was headed by Mr Mugisa Charles Mbanzarugo File No CR/D/KJJ/00664. He was appointed as District Natural Resources Officer on 1/4/2018 Ref CR/156/5 under DSC Min No 24/2008.

3. Production and Marketing department was headed by Mr Ssekyanzi Shem No CR/D/KJJ/00093. He was appointed as District Production and Marketing Officer on 9/3/2012 Ref CR/160 under DSC Min 12/2012.

4. Community Based Services department was headed by Mr Twooli Yafesi F File No CR/D/KJJ/00663. He was appointed as District Community Development Officer on 14/11/2008 Ref CR/160 under DSC Min 120/2008.

5. Health department was headed by Dr Tusiime Charles File No CR/D/KJJ/00388. He was appointed as District Health Officer on 11/6/2014 Ref CR/156/6 under DSC Min 193/2014.

6. Finance department was headed by Mr Mugabi Fred James File No CR/D/KJJ/00363. He was appointed as Chief Finance Officer on 26/5/2010 ref CR/160 under DSC Min 67/2010.

7. Education department was headed by Mr Tibakanya Gertrude File No CR/D/00454. She was appointed on 16/6/2005 Ref CR/161 under DSC Min 98/2005.

The following Heads of departments were not substantively filled;

1. Works department was headed by Mr Friday Isaac Newton File No CR/D/10126. He was substantively appointed as Senior Assistant Engineering Officer on 15/5/2015 ref. CR/D/156 under DSC Minute No 291/2015. He was assigned duties of the District Engineer by CAO on 4/7/2018.

2. Trade Industry and Local Economic Development was headed by Mr Bamanya Vincent File No CR/D/00154. He was substantively appointed as Principal Commercial Officer on 28/1/2019 ref CR/160 under DSC Minute No 136/2018. He was assigned duties of District Commercial Officer by CAO on 29/1/2019.

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>Not all the 10 Heads of departments were appraised during the previous FY, as per the guidelines of MoPS.</p> <ol style="list-style-type: none"> <li>1. District Production and Marketing officer – Ssekyanzi Shem was appraised by CAO on 14/8/2019.</li> <li>2. District Health officer Dr Tusiime Charles was appraised by CAO 30/6/2019 and performance report was on file.</li> <li>3. Chief Finance officer Mugabi James Fred was appraised on 08/11/2019 and had performance report on file.</li> <li>4. District Community Development officer –Twooli Yafesi F was not appraised.</li> <li>5. District Natural Resources officer Mugisha M Charles was not appraised.</li> <li>6 .A.g District Engineer Friday Isaac Newton was appraised on 19/8/2019 by CAO .</li> <li>7. District Education officer Tibakanya Gertrude there was not appraised.</li> <li>8. District Planner – Richard Businge was appraised on 14/8/2019 by CAO</li> <li>9-Ag.District Commercial Officer Bemanya Vincent was not appraised because he was appointed on 28/1/2019</li> <li>10. Deputy CAO –Katusiime Harriet was not appraised because she was transferred to Kyenjojo on 20/6/2019.</li> </ol>	0
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>In a letter communicated to DSC, the Chief Administrative Officer declared 22 positions for recruitment on 4/4/2019.</p> <p>All the declared positions to DSC for recruitment (100%) were considered by the District Service Commission during the 198th Meeting held on 12th and 13th September 2019 and 26th September 2019</p> <p>For Example;</p> <p>Mr Kagaba Francis Assistant Town Clerk was considered under DSC Minute No 80/2019.</p>	2

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>From the Secretary District Service Commission, it was established that CAO submitted staff for Confirmation in FY 2018/2019 on 15th October, 2019.</p> <p>The District Service Commission Considered all the staff for confirmation in the 195th Meeting held on 7/1/2019 under minute No 6/2019.</p>	1
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>From Secretary DSC, it was established that 02 staff were submitted for disciplinary action by CAO in FY 2018/2019 on 10th December 2018.</p> <ol style="list-style-type: none"> <li>1. Kansiime Frank (Senior Assistant Engineering Officer) at</li> <li>2. Businge Andrew( Assistant Engineering Officer) at Kyarusenzi Town Council</li> </ol> <p>They were accused of false accounting and abuse of office.</p> <p>The DSC recommended dismissal under minute No 1/2019</p>	1
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<p>From the review of the updated staff list for the newly recruited staff in Financial Year 2018/2019, it was found out that the newly recruited staff who were appointed on 1st April 2019.</p> <p>All were accessed on salary payroll of June 2019. Apart from the following who accessed salary payroll after two month.</p> <ol style="list-style-type: none"> <li>1. Komuhendo Beatrice CR/D/KJJ/013100 was appointed on 27/3/2019 as a Parish Chief and accessed payroll in October 2019</li> <li>2. Bamuturaki Noah Askari was appointed on 1/4/2019 and accessed salary payroll in November 2019.</li> <li>3. Isingoma Joseph Porter was appointed on 1/4/2019 and accessed salary payroll in September 2019</li> </ol>	0

8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<p>According to the retired staff list, 11 staff retired in FY 2018/2019. Of the 11 retired staff only 03 staff accessed pension payroll within two month from date of retirement.</p> <p>Those who accessed payroll included;</p> <ol style="list-style-type: none"> <li>1. Kisembo Adolf .He retired on 15/11/2018 and accessed payroll in December 2018.</li> <li>2. Akorebirungi Albert. He retired on 4/6/2019 and accessed payroll in August 2019.</li> <li>3. Birungi Jacenta. She retired on 28/1/2019 and accessed salary payroll in March 2019.</li> </ol> <p>The rest of the retired staff had accessed pension payroll after two month from the date of retirement.</p>	0
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## Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• If increase in OSR (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>The LG OSR for FY 2017/2018 was Ushs. 222,249,292. This was shown on page 43 of the Final Accounts prepared on 18th December, 2018, signed by the Chief Administrative Officer and received by the Accountant General's Office on 21st December, 2018.</p> <p>The LG OSR for FY 2018/2019 increased to Ushs. 356,129,220 this included a one-off transaction of Disposal of Assets worth Ushs. 21,323,700 leaving actual OSR as Ushs. 334,805,520. This was reflected on page 30 of the Draft Final Accounts prepared on 30th August, 2019 signed by the Chief Administrative Officer and received by the Accountant General's Office on 30th August, 2019.</p> <p>The revenue increased by Ushs 112,556,228 (Ushs.334,805,520-Ushs. 222,249,292), which translated to 51% increase. This was more than the required range of 10%.</p> <p>The LG's good performance in revenue collection was due to the following;</p> <ol style="list-style-type: none"> <li>i) The LST tax revenue increased by Ushs. 11,357,213 ;</li> <li>ii) Uganda National Road Authority compensation fees ;</li> <li>iii) Increased pre-qualification fees from service providers .</li> </ol>	4
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10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<p>Original Budget for Local Revenue FY 2018/2019 was projected at Ushs. 242,500,000 Ref. page 1 LG approved budget 2018/2019 signed by the CAO and the District Chairperson on 29th May 2018.</p> <p>The Actual Local Revenue realized during FY 2018/2019 was UShs. 334,805,520.</p> <p>Therefore, Local Revenue collection ratio was 138% (Ushs.334,805,520/ 242,500,000 that was translated into 38% above the projected revenue.</p> <p>This was above the allowable range of +/-10%.</p>	0
11	<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>Section 85 of LGA (2) "In rural areas, revenue shall be collected by the sub county councils, and a sub county council shall retain 65 percent, or any other higher percentage as the district council may approve, of the revenue collected by it and pass the remaining percentage over to the district"</p> <p>(4) "A district council may, with the concurrence of a sub county, collect revenue on behalf of the sub county council but shall remit 65 percent of the revenue so collected to the relevant sub county."</p> <p>In this regard, the DLG collected Local Service tax from District staff Payrolls and Private companies in the District amounted to Ushs.97,678,819 reflected on page 30 of the Draft Final Accounts 2018/2019 submitted to the Office of the Auditor General's Office, MoFPED on 30th August 2019.</p> <p>A portion based on the number of residents in each LLG of Ushs.57,440,750 was remitted to the LLGs as follows:</p> <ol style="list-style-type: none"> <li>1. Butunduzi Sub County; 718,000</li> <li>2. Rugombe Town Council; 2,346,000</li> <li>3. Kyembogo Sub County; 1,534,000</li> <li>4. Butunduzi Town Council; 2,430,000</li> <li>5. Nyatungo Town Council; 2,845,000</li> <li>6. Katooke Town Council; 3,723,000</li> <li>7. Katooke Sub County; 2,106,000</li> <li>8. Bugaaki Sub County; 2,012,000</li> <li>9. Nyabuharwa Sub County; 2,474,500</li> <li>10. Nyakwazi Sub County; 1,001,000</li> <li>11. Kyarusenzi Sub County; 1,208,500</li> <li>12. Kyarusenzi Town Council; 3,480,000</li> <li>13. Kisojo Town Council; 2,225,000</li> <li>14. Kisojo Sub County; 1,358,000</li> </ol>	2

15. Nyabirongo Sub County; 806,000
16. Kanyegaramire Sub County; 645,000
17. Bufunjo Sub County; 1,645,000
18. Kihuura Sub County; 2,041,000
19. Nyakisi Sub County; 1,075,000
20. Kyenjojo Town Council; 13,325,000
21. Butiti Sub County; 2,565,000
22. Kigarale Sub County; 1,946,500
23. Kyakatiwire Town Council; 1,005,000
24. Mabira Town Council; 1,971,250
25. Kyamutunzi Town Council; 955,000

The LG was compliant with Sec 85 of LGA (4).

11	Local revenue administration, allocation and transparency	<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>From the Financial Statements 2017/2018, the LG OSR for FY 2017/2018 was UShs. 222,249,292. This was shown on page 43 of the Final Accounts prepared on 18th December, 2018, signed by the Chief Administrative Officer and received by the Accountant General's Office on 21st December, 2018.</p> <p>20% of LR generated FY 2017/2018 was UShs. 44,449,858 (20/222,249,292).</p> <p>Total expenditure on council allowances and emoluments during FY 2018/2019 was UShs 10,736,000.</p> <p>From the Trial Balance FY 2018/2019, expenditure on council sitting allowances was as follows;</p> <ol style="list-style-type: none"> <li>1. 221001 300,000</li> <li>2. 227001 4,000,000</li> <li>3. 221009 1,000,000</li> <li>4. 221011 700,000</li> <li>5. 222001 1,200,000</li> <li>6. 282101 2,540,000</li> <li>7. 221009 1,000,000</li> </ol> <p>Total expenditure 10,736,000</p> <p>Thus <math>(10,736,000/222,249,292) = 4.8\%</math> which was within allowable limit of 20% as per the LGA, First Schedule, Regulation 4 &amp; 4A.</p>	2
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#### Procurement and contract management

12	The LG has in place the capacity to manage the procurement function	<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>	<p>The District had a Substantive Principal Procurement officer (Mbabazi Roselyn Tusiime) File No CR/D/890. She was appointed on 25/4/2016 ref. CR/160 under DSC minute No: 531/2016.</p> <p>The District had also a substantive procurement Officer (Kaganda Clovis) File No CR/D/KJJ/01113. He was appointed on 20/3/2018 ref CR/153 under DSC Min No 37/2018.</p>	2
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12	<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>Reports of the Evaluation Committee were submitted to the Contracts Committee during the Financial Year 2018/2019 on the following dates;</p> <ol style="list-style-type: none"> <li>1. 12th September 2018, for drilling and installation of 8 boreholes and 1 production well, construction of Kanyegaramire water supply system (phase 2), and construction of a classroom block at Kihumuro Primary School among others.</li> <li>2. 16th November 2018, for rehabilitation of broken down boreholes and construction of 4 stance partial lined VIP latrine at Kyenjojo General Hospital.</li> <li>3. 29th January 2019, for upgrading of Myeri Health Centre II and Kyankaramata Health Centre II to Health Centre IIIs</li> </ol>	1
12	<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>The Contracts Committee considered the recommendations of the EC as follows;</p> <ol style="list-style-type: none"> <li>1. Drilling and installation of 8 boreholes and 1 production well was awarded to Reddy's Boreholes &amp; Technical Services Ltd as the best evaluated bidder at UGX 164,751,600 (Min. 055/Kyen/05/2018/19)</li> <li>2. Kanyegaramire water supply system (phase 2) was awarded to Mast Logistics as the best evaluated bidder at UGX 339,454,939 (Min. 055/Kyen/05/2018/19)</li> <li>3. Construction of a classroom block at Kihumuro Primary School was awarded to Kumwe Investments Ltd as the best evaluated bidder at UGX 72,316,167 (Min. 055/Kyen/05/2018/19)</li> <li>4. Rehabilitation of broken down boreholes was awarded to S&amp;S General Supplies Ltd as the best evaluated bidder at UGX 16,077,300 (Min. 124/Kyen/05/2018/19)</li> <li>5. And Construction of 4 stance partial lined VIP latrine at Kyenjojo General Hospital was awarded to Kagu Construction Ltd as the best evaluated bidder at UGX 14,823,855 Min. 124/Kyen/05/2018/19).</li> </ol> <p>Among others.</p>	1
13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<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 previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</li> </ul>	<p>a) The following were the infrastructure projects in the Local Government Budget Estimates for Kyenjojo District.</p> <ol style="list-style-type: none"> <li>1. Construction of Nyakarongo Health Centre III maternity and renovation of OPD wards estimated at UGX 685,611,000 (pg 29)</li> <li>2. Construction and renovation of classroom blocks at Nyakatoma Parents PS (UGX 68,800,000), Nyabubale PS (UGX 63,546,000), Rwenjaza PS (UGX 63,346,000), Barahijja PS (UGX 22,418,000), and Kyentama PS (UGX 76,722,000) (pg 37)</li> <li>3. Construction of Mparo Seed School estimated at</li> </ol>	0

UGX 559,773,000 (pg 42)

4. Construction of VIP latrines at Kyenjojo PS (UGX 34,467,000), Nyabirongo PS (UGX 12,140,000), Kigunda PS (UGX 12,070,000), Gayobya PS (UGX 34,467,000) and St. Mary's Kairuha PS (UGX 34,467,000) (pg 38 - 40)
5. Fencing of District Head Quarters (phase 5) estimated at UGX 30,000,000 (pg 48)
6. Construction of multipurpose hall at Kyenjojo District Head Quarters estimated at UGX 225,782,942 (pg 48)
7. Rehabilitation of 15 broken down boreholes estimated at UGX 2,500,000 each (pg 52 - 54)
8. Drilling and installation of 11 hand pumps estimated at UGX 25,380,000 each.

All the above projects were included in the Procurement and Disposal Plan for 2019/20 with the exception of the classroom blocks at Barahija, Kyentama primary schools and all the latrines in the various primary schools. These were omitted because their funds were moved to meet the budget shortfall of Mparo seed school with recommendation from the Ministry of Education and Sports. No evidence was however provided with respect to the communication from the Ministry, nor Council Minute approving the movement of the said funds.

b) The following were the infrastructure projects in the Procurement and Disposal Plan for 2018/19

1. Drilling and installation of 6 hand pump boreholes and 1 production well at UGX 165,011,557 (pg 1)
2. Rehabilitation of 20 broken down boreholes and supply of borehole spare parts (pg 1)
3. Construction of water supply system at Kanyegaramire (phase 2) at UGX 325,976,992 (pg 1)
4. Construction of a 3 stance lined VIP latrine at Mukunyu RGC at UGX 15,367,800 (pg 1)
5. Renovation of water office block at UGX 60,110,000 (pg 3)
6. Renovation of Education block at UGX 45,005,492 (pg 3)
7. Construction of General ward at Nyankwazi Health Centre III (phase 2) at UGX 165,914,450 (pg 3)
8. Upgrading Myeri and Kyankaramata Health Centre IIs to IIIs
9. Construction of Mparo Seed School at UGX 2,000,000,000 (pg 3)
10. Construction of a two classroom block with office at Kihumuro Primary School at UGX 75,000,000 (pg 3)
11. Construction of 5 stance VIP latrines at Kijwiga, Hamukuku, Buhemba, Kaburanda, Katoosa, Kaihura, Kitaboona, Butunduzi, Nyantungo, Mabira, Kajuma, Kafunda, Kigunda and Nsanja Primary schools each at UGX 32,352,250 (pg 4)
12. Completion of classroom block at Kigega PS at UGX 8,000,000 (pg 4)

All the above projects were implemented evidenced by their procurement activity files.

14	<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>	<p>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2</p>	<p>For the Financial Year 2019/20, there were 7 infrastructure projects in the final Local Government Procurement and Disposal Plan and these were;</p> <ol style="list-style-type: none"> <li>1. Construction of Nyakarongo Health Centre III maternity and renovation of OPD wards</li> <li>2. Construction of a 2 classroom block at Nyakatoma Parents Primary School</li> <li>3. Construction of Mparo Seed School</li> <li>4. Fencing of District Head Quarters</li> <li>5. Construction of multipurpose hall at Kyenjojo District Head Quarters</li> <li>6. Rehabilitation of 15 broken down boreholes</li> <li>7. Drilling and installation of 11 hand pumps</li> </ol> <p>The bid documents for all the above projects were prepared and approved by the contracts committee on 14th August 2019 with the exception of Mparo Seed School whose bid documents were prepared in 2018/19 and the Multipurpose hall at the District Head Quarters that was still in the design phase. All in all, 6 bid documents out of the 7 expected procurement activities were prepared and approved by 30th August 2019, which came to 86%.</p>	2
14	<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>	<p>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</p>	<p>The Local Government had an update contract register with all procurements for the financial year 2018/19.</p> <p>Also the procurement activity files sampled were complete from requisitioning, to bidding and completion. The sampled projects were;</p> <ol style="list-style-type: none"> <li>1. Construction of a 5 stance VIP latrine at Hamukuku Primary School (KYEN530/WRKS/2018/19/0006)</li> <li>2. Construction of a general ward at Nyankwanzi Health Centre III (KYEN530/WRKS/2018/19/0004)</li> <li>3. Construction of Kanyegaramire water supply system (KYEN530/WRKS/2018/19/0002)</li> <li>4. Construction of a 2 classroom block with office at Kihumuro Primary School (KYEN530/WRKS/2018/19/0003)</li> <li>5. Drilling and installation of 6 hand pump boreholes and 1 production well (KYEN530/WRKS/2018/19/0001)</li> </ol>	2

14	<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 adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>	<p>There was evidence that the Local Government adhered with procurement thresholds in 2018/19. For example;</p> <ol style="list-style-type: none"> <li>1. Construction of a 5 stance VIP latrine at Hamukuku Primary School was awarded to Sirwano Company Ltd at UGX 32,049,500 under Selective Bidding.</li> <li>2. Construction of a general ward at Nyankwanzi Health Centre III was awarded to Kagu Construction Company Ltd at UGX 165,316,841 under Open Bidding</li> <li>3. Construction of Kanyegaramire water supply system was awarded to Mast Logistics at UGX 339,454,939 under Open Bidding</li> <li>4. Construction of a 2 classroom block with office at Kihumuro Primary was awarded to Kumwe Investments Ltd at UGX 72,839,167 under Open Bidding</li> <li>5. And drilling and installation of 6 hand pump boreholes and 1 production well was awarded to Reddy's Boreholes &amp; Technical Services Ltd at UGX 164,751,600 under Open Bidding among others</li> </ol>	2
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2</li> </ul>	<p>There was evidence that works projects implemented in the Financial Year 2018/19 were appropriately certified based on technical supervision. Examples of projects certified were;</p> <ol style="list-style-type: none"> <li>1. Construction of a 5 stance VIP latrine at Hamukuku Primary School on 10th June 2019</li> <li>2. Construction of a general ward at Nyankwanzi Health Centre III on 7th January 2019</li> <li>3. Construction of Kanyegaramire water supply system on 26th March 2019</li> <li>4. Construction of a 2 classroom block with office at Kihumuro Primary on 7th January 2019</li> <li>5. And drilling and installation of 6 hand pump boreholes and 1 production well on 19th February 2019 among others</li> </ol>	2
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all works projects 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>At the time of assessment, implementation of the following works projects had already started;</p> <ol style="list-style-type: none"> <li>1. Construction of a 2 classroom block with office at Nyakatoma Parents Primary School</li> <li>2. And Drilling and Installation of 11 hand pumps.</li> </ol> <p>However, none of these projects had site boards installed because these had not been provided for in their respective bills of quantities. What had been provided for were engravings that were to be installed upon completion of the said projects.</p>	0

## Financial management

The LG makes monthly and up to-date bank reconciliations

• Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4

Maximum 4 points on this performance measure.

The DLG had prepared Bank reconciliations for June, July, August, September and October 2019 for all its Bank Accounts and they were fully authenticated and on file.

The District maintained 8 bank accounts as indicated below:

1. Kyenjojo District General Fund Account,
2. Kyenjojo District Local Government UNICEF
3. Kyenjojo District Youth Project
4. Kyenjojo District Revolving Fund
5. Kyenjojo District Multisectoral
6. Kyenjojo District UWEP Enterprise
7. Kyenjojo District UWEP Recovery
8. Kyenjojo District Treasury

The District used a computerised IFMS accounting system for preparation of its bank reconciliation statements and on running the General Ledger Reconciliation Summary Report, all the eight Bank Accounts had been reconciled.

Reconciliation of all bank accounts was done by the 15th day of the preceding month.

For instance, on reconciliations;

Account Number 005300528000000 for the DLG Treasury Account held with Bank of Uganda, the reconciled bank statement balance as at: 31st July 2019 was Ushs. 0; 31st August 2019 was Ushs. 0; 30th September 2019 was Ushs. 0

17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	<p>From the sample of payments made during the FY 2018/19, there was a delay in payments to suppliers procured in the water Department.</p> <p>(i) In the Education Department, Kad Contractors Company Limited submitted a payment request for construction of a 5 stance VIP latrine at Kafunda Primary School worth Ushs. 31, 778,800 on 8th May, 2019. Payment worth Ushs. 28,289,168 against Voucher No. 24243621 was made to Kad Contractors Company Limited on 20th June, 2019. <b>Average 1 month.</b></p> <p>(ii) Under the Health Department, Kagu Construction Company Ltd submitted a payment request for construction of General Ward at Nyankwanzi HC III in Nyankwanzi Sub County Phase II on 24th May, 2019. Payment worth Ushs. 73,203,015 against Voucher No. 24334744 was made to Kagu Construction Company Ltd on 25th June, 2019. <b>Average 1 month.</b></p> <p>(iii) In Water Department, S&amp;S General Supplies Ltd submitted a payment request for rehabilitation of seven (07) boreholes and (04) shallow wells on 12th March, 2019. Payment worth Ushs. 14,357,032 against Voucher No. 24323153 was made to S&amp;S General Supplies Ltd on 24th June, 2019. <b>Average 3 months.</b></p> <p>Payments under LG Water Department were paid within 3 months hence the LG was not compliant in this area.</p>	0
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The DLG had a Substantive Principal Internal Auditor. In the names of Bamanya Vincent who was appointed on 03rd September, 2012 under minute DSC Min.13/2012. He was transferred to commercial Department in January 2019.</p> <p>Thus in 2019, the DLG appointed a Substantive Principal Internal Auditor in the names of Muhumuza Jimmy on 28th January 2019 REF. CR 160 under DSC Min. 137/2018.</p>	1

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The LG produced all Quarterly Reports for FY 2018/2019 as follows;</p> <p>Quarter 1 on 20th November, 2018</p> <p>Quarter 2 on 29th March, 2019</p> <p>Quarter 3 on 17th May, 2019</p> <p>Quarter 4 on 31st August, 2019 .</p>	2
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>From the Delivery Book, it was confirmed that the Chairperson Public Accounts Committee, received all the four Internal Audit Quarterly Reports as follows;</p> <p>Quarter 1 on 20th November, 2018</p> <p>Quarter 2 on 29th March, 2019</p> <p>Quarter 3 on 30th May, 2019</p> <p>Quarter 4 on 31st August, 2019.</p> <p>All the four Internal Audit Quarterly Reports 2018/2019 were duly signed by the Principal Internal Auditor and submitted to the District Chairperson. These reports were copied to; Permanent Secretary, Ministry of Local Government, the Chairperson Public Accounts Committee, Resident District Commissioner, District Speaker, Secretary for Finance and Planning, Chief Administrative Officer, Chief Finance Officer.</p>	2

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

• 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.

From the LG PAC reports, it was confirmed that all the four Quarterly Reports were reviewed by the PAC as follows;

Quarter 1 PAC sitting on 17th and 29th April, 2019 Ref. Min 23 KJD/DPAC/04/2018/19.

Quarter 2 PAC sitting on 17th and 29th April, 2019, Ref. Min 23 KJD/DPAC/04/2018/19.

Quarter 3 PAC sitting on on 25th September 2019, Ref. Min.05/KYEN/DPAC/09/2019/2020

Quarter 4 PAC sitting on 25th September 2019, Ref. Min.05/KYEN/DPAC/09/2019/2020

The LGPAC produced four reports for the four Quarters as follows;

Quarter 1 on 20th September, 2019 Ref. CR.1206

Quarter 2 on 20th September, 2019 Ref. CR.1206

Quarter 3 on 20th November, 2019 Ref. CR. 1206

Quarter 4 on 20th November, 2019 Ref. CR. 1206

Review of the minutes of Council for Kyenjojo District for FY 2018/2019 signed by the Clerk to Council and the District Speaker revealed that the Council held on 31st October 2019 Ref. Min.25/KJD/COU/10/2018/19 approved the PAC recommendations on the Internal Audit Reports for FY 2018/2019.

All the four LGPAC Quarterly Reports 2018/2019 were duly signed by the Secretary Public Accounts Committee and the District Chairperson. These reports were submitted to the Minister of Local Government and copied to;

1. The Hon. Minister of Finance, Planning and Economic Development;
2. The Auditor General;
3. The Inspector General of Government;
4. The Internal Auditor General;
5. Resident District Commissioner;
6. The Chief Administrative Officer;
7. The District Speaker;
8. The Chief Finance Officer;
9. The LC III Chairperson.

The LG was compliant as it reviewed all the Internal Audit Reports and produced status reports on implementation of Internal Audit Reports FY 2018/2019.



19	<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 DLG maintained a computerised up to date Asset register as per format in the Accounting Manual.</p> <p>All additions during the year (page 37 of the Financial Statements for the Financial Year ended 30th June 2019: Summary statement of stores and other assets (physical assets) as at the end of the year) were posted.</p> <p>For example;</p> <p>Non-Residential buildings: 1,828,516,583</p> <p>Transport equipment: 128,890,000</p> <p>Furniture and fittings: 60,143,175</p> <p>Other fixed Assets: 339,575,269 .</p>	4
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</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 Auditor General's Opinion on the financial statements for Kyenjojo LG for the year ended 30th June 2019 was unqualified.</p>	4

#### **Governance, oversight, transparency and accountability**

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<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>The LG Council met and discussed service delivery related issues as provided in the minutes below:</p> <p>Quarter 1: Meeting held on 31st October 2018 and discussed under Minute no 25/KJD/COU/10/2018/10 FY the PAC report presented by Ms Gentrix Kabajubika the chairperson of PAC, the committee recommended the interdiction of Kato Thomas Ag Town Agent Kyarusenzi town council since he had failed to recover the outstanding revenue and had refused to appear before DPAC to answer the charges of the unbanked revenue by Kyarusenzi and Katooke town council worth 3,112,000 and 474,000 respectively</p> <p>Quarter 2: Meeting held on 26th February 2019 and discussed presentation of committee reports under Minute no 36/KJD/COU/12/2018/19, the education and health committee report included presentation of the trophy won by Rwentuha primary school, the misuse of Uganda multi sectoral school food program funds and wind blowing off the roof at Nyakatoma P/S.</p> <p>Quarter 3: Meeting held on 6th May 2019 and discussed under Minute no 45/KJD/COU/03/2018/19 the council approved the clients charter 2018/19 -2020/21 that included the mission &amp; vision of the district, core values etc</p> <p>Quarter 4: Meeting held on 28th May 2019 and discussed under Minute no 60/KJD/COU/05/2018/19 Approved the budget for FY 2019/20 that included local revenue figures 248,500,000, central government transfers 28,442,357,102 among others.</p>	2
22	<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG has designated a person to coordinate response to feedback (grievance/complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>There was evidence of a designated person to coordinate the response to feedback by the names of Mr Businge Daniel appointed on 21st July 2017 as the focal person for grievance handling ref no CR /153/1 but there was no evidence that he responded to any grievance in the previous FY</p>	0

22	<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• 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>There was no evidence of a specified system for recording, investing and responding to grievances</p>	0
23	<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 payroll display for the month of October 2019 and payment file for pensioner for the month of october dated 17th October 2019 with pensioners that included Rukoba John Bosco, Aheebwa Regina and Kairuma william among others</p>	2
23	<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 display of Kyenjojo District procurement plan for 2018-2019 and awarded contracts that included the supply of office and school furniture to Nyabuharwa Bufunjo and Kigaraale sub-counties awarded to code contractors ltd at the contract price of 6,939,180 dated 18th October 2018</p>	1
23	<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 evidence that the district published the assessment results for the financial year ended June 2018, Kyenjojo was ranked 118th out of 144 local governments, on 29th july 2019 under min 005/DTPC/2019/2020</p> <p>On 7th October 2019 under min 030/DTPC/2019/20 the district technical planning committee discussed the implications of the assessment that included;</p> <p>contributing to the identification of LG functionality capacity gaps and needs among others</p>	1

24	<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 no evidence that the LG communicated to lower local governments in the previous FY</p>	0
24	<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 evidence of a baraza held on 11th June 2019 in partnership with Kabarole research &amp; resource centre in Butiti subcounty, the aims of the baraza included;</p> <p>creating awareness on the roles and mandate of citizens and leaders among citizens</p> <p>to highlight service delivery gaps affecting the people in Butiti sub county</p>	1

### Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.</li> </ul>	<p>There was evidence that the Gender Focal Person provided guidance to Sector departments in the financial year 2018/19.</p> <p>There was a report on a Gender Mainstreaming workshop that was held on 14th June 2019 in the Political Boardroom. Among the issues presented was;</p> <ol style="list-style-type: none"> <li>1. Gender planning and collection of gender disaggregated data</li> <li>2. Gender and equity budgeting</li> <li>3. And Identification of gender issues in the various sector departments among others.</li> </ol>	2
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The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

- Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2.

The department of community services planned the following activities for the financial year 2019/20

1. Sensitize communities on gender, HIV/AIDS and follow up on gender based violence cases estimated at UGX 500,000
2. Support staff and sector departments in conducting gender review, and planning estimated at UGX 500,000
3. And organize international women's day celebration estimated at UGX 3,000,000 among others.

During the financial year 2018/19, the department had a budget of UGX 26,708,907. There was evidence of utilization of UGX 6,037,000 which amounted to 23% of the budget. These were some of the activities undertaken by the department under gender mainstreaming;

1. Facilitated the CAO, and the District Chairperson among other dignitaries to attend international women's day in Bunyangabu at UGX 981,000
2. Conducted a training workshop for enterprise management committees, social accountability committees among others from 19th December 2018 to 10th January 2019 at UGX 1,562,000
3. And conducted support supervision and monitoring of UWEPP supported projects in the sub counties of Kigaraale, Katooke, and Katooke Town Council among others, from 7th to 18th January 2019 at UGX 2,194,000 among other activities.

The department was therefore not compliant in utilizing at least 90% of its budget for 2018/19 for gender activities/ vulnerability/ social inclusion.

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

Maximum 6 points on this performance measure

- Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1

There was evidence of environmental screening and preparation of Environmental and Social Management Plans for some projects. For example for the sampled projects, screening was done as follows;

1. Latrine construction at Hamukuku Primary School was screened on 9th October 2018
2. General ward construction at Nyankwanzi Health Centre III was screened on 13th November 2018
3. Classroom construction at Kihumuro Primary School was screened on 7th September 2018
4. The various boreholes of Kyamulimi, Kyamalaya and Kirongo among others were screened on 19th June 2019.

There was no evidence of environmental screening and ESMP prepared for the piped water scheme at Kanyegaramire. It was also noted that much as the boreholes drilled and installed in 2018/19 were screened, this was done at the end of the financial year when implementation was winding up.

26	<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 no evidence that the Local Government integrated Environmental and Social Management Plans in Bid documents.</p>	0
26	<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>For the projects implemented in 2018/19, land documentation for the said projects were provided as follows;</p> <ol style="list-style-type: none"> <li>1. On 10th August 2018, the Diocese of Rwenzori and founding organization for Buhemba, Barahija, Butunduzi, Nyantungo and Kihumuro Primary Schools, wrote a letter of no objection/consent, which allowed the LG to implement projects in the said schools.</li> <li>2. On 17th August 2018, McLeod Russel Uganda Ltd, the managing firm for Mwenge Tea Estate and founding body for Hamukuku Primary School wrote a letter of consent, allowing the LG to implement projects in Hamukuku PS</li> <li>3. There were also land offer agreements for the different boreholes drilled, for example a one Karugaba Michael of Kyaborobya village donated land to the village borehole on 9th November 2018.</li> </ol> <p>There was however no land documentation provided for Kanyegaramire piped water scheme, and Nyankwanzi Health Centre III.</p>	0
26	<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>For all the sampled projects, environmental clearance certificates were provided. All the certificates were however not stamped nor dated.</p> <p>Also there were social clearance certificates provided by the CDO.</p>	0

26	<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 payment to contractors included prior environmental and social clearance. The payment certificates sampled did not have clearance signatures from the Environmental Officer and CDO. Also the payment vouchers did not have Environmental and Social clearance certificates attached to them.</p>	0
26	<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 evidence of environmental monitoring evidenced by reports as follows;</p> <ol style="list-style-type: none"> <li>1. Latrine construction at Hamukuku Primary School was monitored reported on 30th May 2019</li> <li>2. General ward construction at Nyankwanzi HC III was monitored and reported on 5th March 2019</li> </ol> <p>There was no evidence of environmental and social monitoring for Kihumuro Primary School, drilling and installation of boreholes and Kanyegaramire piped water scheme.</p>	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human resource planning and management</b>				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<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 department budgeted 7,173,376,496 billion under vote No. 530 for paying a head teacher and at least 7 teachers as per the approved budget for FY 2019/20 page 28. Total number of teachers was 1,136. Some of the schools budgeted for were: Narukoma P/S, Katosa P/S, St. Marys Model P/S and Kyenjojo Model P/S among others.</p>	4
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<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 department deployed a head teacher and a minimum of 7 teachers per school for the 128 public primary schools in the LG.</p> <p>Overall, the LG department of education filled 1,136 teachers (an average of 8.8 teachers per school) but had a gap of 552.</p> <p>However, the deployment of teachers in the sampled schools showed that teachers as indicated on the staff list were not actually deployed in the school. There was a mismatch between the DEOs staff list (deployment list) and the actual list at the school for all the 5 sampled schools. The schools included:</p> <ol style="list-style-type: none"> <li>1. Nyakukoma P/S,</li> <li>2. Katosa P/S,</li> <li>3. Kyenjojo Model P/S,</li> <li>4. St. Marys Model P/S &amp;</li> <li>5. St . Augustine Butiti P/S</li> </ol>	0
2	<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>	<p>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</p> <p>o If 100%: score 6</p> <p>o If 80 - 99%: score 3</p> <p>o If below 80%: score 0</p>	<p>The DLG Education department filled 1,136 teachers out of 1,688 district ceiling. Overall, the LG filled the position of teachers up to 67.2%, below the minimum scoring range.</p>	0



3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<p>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</p>	<p>The department filled all the positions of inspectors of schools. The structure provided for 4 positions.</p> <p>The positions for inspectors of schools was filled as follows:</p> <p>The Senior Inspector: Mr. Niyonzima Everest, CR/1569. DSC Min. 181/2014. The appointment date was 8/5/2014.</p> <p>The 3 Inspectors of schools are:</p> <ol style="list-style-type: none"> <li>1. Mr. Karamagi Amos, CR/153/4. DSC Min. 100/2019. Appointment date, 30/8/2019</li> <li>2. Ms. KabanyoroStella, CR/153/6. DSC Min. 125/2010. Appointment date, 2/7/2019.</li> <li>3. Ms. Kyakyo RoseMary, CR/156. DSC Min. 166/2014. Appointment date, 2/5/2014.</li> </ol>	6
4	<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> <p>• Primary Teachers: score 2</p>	<p>The department of education planned to recruit 70 staff including Teachers, head teachers and deputy head teachers.</p> <p>The department submitted the recruitment plan on 18/10/2018 to HRM through the CAOs' office.</p>	2
4	<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> <p>• School Inspectors: score 2</p>	<p>The department fully filled the positions for school inspectors, thus there was no need to submit a recruitment plan for school inspectors. The inspectors were:</p> <ol style="list-style-type: none"> <li>1. Mr. Niyonzima Everest, DSC Min. 181/2014, for Senior Inspector</li> <li>2. Mr. Karamagi Amos, DSC Min. 100/2019.</li> <li>3. Ms. KabanyoroStella, DSC Min. 125/2010.</li> <li>4. Ms. Kyakyo RoseMary, DSC Min. 166/2014.</li> </ol>	2

## Monitoring and Inspection

The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.

Maximum 6 for this performance measure

Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY

- 100% school inspectors: score 3

The District had 04 inspectors of schools.

Mr Niyonzima Everest Senior Inspector of Schools File No CR/D/KJJ/01098. He was appointed on 8/5/2014 ref CR/156 under DSC Min No 181/2014. She was appraised on 8/8/2019.

Mr Karamagi Amos Inspector of schools. File No AD/M/338. He was appointed on 20/7/2019 ref CR/163/3. He was appraised on 22/8/2019

Ms Kabanyoro Stella Inspector of schools File No CR/D/10712. He was appointed on 5/7/2010 Ref CR/156/6 under DSC Min No 125/2010.

Kyaakyo Rosemary Inspector of schools File No CR/D/KJJ/00895. She was appointed on 14/5/2013 ref CR/156 under DSC Min 59/2013.

The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.

Maximum 6 for this performance measure

Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY

- Primary school head teachers
  - o 90 - 100%: score 3
  - o 70% and 89%: score 2
  - o Below 70%: score 0

The District had 128 Government aided primary schools, a review of 10 randomly sampled head teacher's files from among the 128 revealed that 02 of the 10 sampled head teachers were appraised in year 2018.

Those appraised included;

1. Tumwesige Alfred of Kidudu P/S was appraised on 10/12/2019.

2. Mugume Sophie of Badinda P/S was appraised on 25/4/2019.

The Following sampled Head teachers were not appraised in year 2018.

1. Kitembo K Edward of Kyarugangama P/S was not appraised.

2. Mugenyi Mary Cleofas of Kisangi P/S was not appraised .

3. Kababito Leonida of Kwaruju P/S was not appraised.

4. Mugenyi Patrick of Kagoma P/S was not appraised.

5. Ruhweza Charles of Busaiga P/S was not appraised

6. Tuhaise K Richard of Nyankwazi P/S was not appraised.

7. Rujumba George of Kalembe P/S was not appraised

8. Kembabazi Maria of Kyakatara was not appraised.

$2/10 \times 100 = 20\%$

6	<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 education department received and communicated circulars, policies and guidelines as required.</p> <p>Budgeting and Implementation guidelines for Primary and Secondary Schools were signed out to 69 schools by the head teachers on 4th/9/2019. The Booklet was available in 3 out of 5 sampled schools.</p> <p>Circular EDUC/161/2 on Immunisation Against Cervical Cancer, dated 30/9/2019 was sighted in 4 out of 5 sampled schools.</p> <p>The Education Act, 2008 was also sighted in all sampled schools.</p>	1
6	<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 Department of Education organised a Financial Management training for 128 head teachers on 16th to 18th /July/2019 to explain the guidelines</p>	2
7	<p>The LG Education De- partment has effectively inspected all registered primary schools<sup>2</sup></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>The department of education carried out school inspection for term III/2018 and terms I &amp; II/2019 and produced the following reports:</p> <p>-Term III/2018: School Inspection was done in for 103 schools. The report was dated 9/01/2019</p> <p>-Term I/2019: Inspection report dated 20/4/2019 covered 140 private &amp; public schools.</p> <p>-Term II inspection report covered 140 schools. The report was dated 18/6/2019.</p> <p>The department had a total of 302 schools to inspect (128 public schools &amp; 174 private schools). for the 3 terms, the total schools covered should have been 906 (302 X 3 terms).</p> <p>Overall, the department inspected a total of 383 schools out of 906, which translates to 42% coverage.</p>	0

8	<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>	<p>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</p>	<p>There was no evidence that the department discussed the school inspection reports as part of the school inspection process.</p>	0
8	<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>	<p>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</p>	<p>There was evidence that the Inspection reports for two out of three terms were submitted to DES:</p> <p>On 20/11/2019 for Term II/2019</p> <p>On 27/8/2019 for Term I /2018</p> <p>There was no acknowledgement receipt for submission of term III/2018 report.</p>	0
8	<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>	<p>• Evidence that the inspection recommendations are followed- up: score 4.</p>	<p>There was evidence that the inspection recommendations were followed-up.</p> <p>The department organised a training of 255 SMC members on their Roles and Responsibilities on the 11th -12th/June/2019 to address the issues which came out of the inspection report in regard to SMC function gaps.</p> <p>The education department also organised a training for 505 teachers on curriculum management on 10th-22/6/2019.</p>	4

9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>A sample school list for 4 schools was compared with the PBS/ EMIS report for consistent &amp; accurate. 2 out of 4 were not consistent and inaccurate.</p> <p>Kyenjojo Model P/S, EMIS no. 3031, Supplier number. 523403</p> <p>Katoosa P/S, EMIS no: 3032, Supplier number: 241101.</p> <p>Nyakatoma P/S, <b>EMIS no: 480131</b>. Supplier number: 529721. From the school, the <b>EMIS no was 003029</b> (inaccurate/non consistent).</p> <p>St. Mary's Kaihura P/S, <b>EMIS no: 2981</b>. Serial number: 529695. From the school, the <b>EMIS number is 2891</b>. (inaccurate/non consistent).</p> <p>St. Augustine Butiti Model P/S, EMIS no: 2974. Serial number: 523328.</p>	0
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<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 enrollment data on the school list was only 1 out of 5 accurate and consistent</p> <p>Kyenjojo Model P/S, Enrolment data:810</p> <p>Katoosa P/S, Enrolment data was <b>538</b> on the school list and <b>476</b> at school</p> <p>Nyakatoma P/S, Enrolment data was <b>784</b> on the school list and <b>952</b> at school</p> <p>St. Mary's Kaihura P/S, Enrolment data was <b>628</b> on school list and <b>648</b> at school</p> <p>St. Augustine Butiti Model Enrolment data was <b>684</b> on the school list and <b>676</b> at school.</p>	0

## Governance, oversight, transparency and accountability

10	<p>The LG committee responsible 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>There was evidence that the council committee responsible for education met and discussed service delivery issues</p> <p>on 20th February 2019 under minute 77/02/2018, the committee appreciated the contribution of the woman member of parliament, the chairperson LC5, CAO and RDC for their effort in the release of the results for three schools which had been held</p> <p>the committee discussed information about Igongwe P/S that had one four stance latrine catering for 800 pupils and teachers both male and female, the issue of the school lacking a female teacher and absence of water.</p> <p>on 11th /12 /2018 under minute 67/12/2018 the committee discussed the issue of renovation completion of the education block and the start of renovation at Kihumuro Primary school.</p>	2
10	<p>The LG committee responsible 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>On 26th February 2019 under min 36/KJD/COU/12/2018/19, the education committee though Hon Giscard Atuhairwe Rusoke presented the issue of Misuse of the Uganda Multi Sectoral school food program (UMSFP) funds and council recommended the need to organise capacity building for teachers.</p>	2

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ 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 that the SMC were functional in 4 out of 5 schools.</p> <p>St. Marys' Model P/S SMC meeting were held on: 30/5/2019: Agenda 7 &amp; 9 were on presentation of budgets and budget for latrine construction respectively. On 25/6/2019. Agenda 4, was on presentation of income and expenditure report.</p> <p>Nyakatoma P/S: SMC meetings were held on: 15/10/2019, agenda 5 was on PTA Accountability. Agenda 6 of the same meeting was on UPE funds accountability.</p> <p>On 20/6/2019, agenda 5 &amp;6 were both on UPE and PTA accountability respectively.</p> <p>Kyenjojo Model P/S: SMC meetings were held on 17/1/2019, agenda 2 was planning for AGM. On 27/5/2019, another meeting discussed budgets in agenda 4.</p> <p>St. Augustine Butiti Model P/S did not have SMC minutes to show. The head teacher reported that the one who takes minutes was not present. The DEOs office does not have minutes of SMC meetings .</p>	3
12	<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	<p>There was evidence that the LG publicized the list of schools receiving non-wage recurrent grant. The list of 128 schools was sighted on the public notice board. The total amount was 33,048,000 million for 128 schools including: Barahuya P/S, Katoosa P/S, Kafunda P/S. Among others The list had no date.</p>	3

## Procurement and contract management

13	<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>The department submitted a list of procurement input to the Procurement Unit on 15/7/2019, after the 30th April dateline.</p> <p>The list submitted included:</p> <p>Construction of a 2 classroom block Kiregesa, Nyabule, Nyakatooma &amp; Rwenjaza P/Schools.</p> <ol style="list-style-type: none"> <li>1. Supply of 40 desks at kihumuro,</li> <li>2. 50 desks at Nyamango,</li> <li>3. 36 desks at Nyakatoma, Nyamabale, Ikiregesa Rwenjaza &amp;,</li> <li>4. 45 desks at Bukangwa P/Schools.</li> </ol>	0
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## Financial management and reporting

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</p> <p>From the sampled contracts the LG Education departments timely (as per contract) certified and recommended the following suppliers for payment in FY 2018/2019;</p> <p>(i) Nakwirr Development Company Ltd submitted a payment request for renovation of two class room blocks at Kitenga Primary School worth Ushs 8,239,350 on 16th May ,2019. Certification and approval of the payment was done by the District Engineer, District Education Officer, Senior Accounts Assistant, Principal Internal Auditor, Chief Finance Officer and the Chief Administrative Officer on 13th June, 2019. Payment worth Ushs. 7,246,212 against Voucher No. 24243622 was made to Nakwirr Development Company Ltd on 20th June, 2019</p> <p>(ii) Robust Enterprises (U) Ltd submitted a payment request for construction of a 5-stance lined latrine at Buhemba Primary School worth on 28th May, 2019. Certification and approval of the payment was done by the District Engineer, District Education Officer, Principal Internal Auditor and the Chief Finance Officer and the Chief Administrative Officer on 17th June, 2019. Payment worth Ushs. 28,324,888 against Voucher No. 24243624 was made to Robust Enterprises (U) Ltd on 20th June, 2019.</p> <p>(iii) Kad Contractors Company Limited submitted a payment request for construction of a 5 stance VIP latrine at Kafunda Primary School worth Ushs. 31, 778,800 on 8th May, 2019. Certification and approval of the payment was done by the District Engineer, District Education Officer, Principal Internal Auditor, Chief Finance Officer and the Chief Administrative Officer on 17th June, 2019. Payment worth Ushs. 28,289,168 against Voucher No. 24243621 was made to Kad Contractors Company Limited on 20th June, 2019.</p> <p>The LG Education payments to suppliers were certified, approved and made within two months of requisitions being raised.</p>	3
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</p> <p>There was no evidence that the department submitted the annual performance report for</p>	0



LG Education has acted on Internal Audit recommendation (if any)

Maximum 4 for this performance measure

• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year

o If sector has no audit query

score 4

o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2

o If all queries are not responded

ed to score 0

In LG Education Department, a total of twelve queries were raised by the Internal Audit in FY 2018/2019.

The queries raised were;

1. Unutilized construction funds worth Ushs. 1,000,000,000
2. Lack of key financial records in schools
3. Unaccounted for activity funds worth Ushs.10,400,000
4. Improper bookkeeping
5. Failure to follow approved work plans and budgets during budget executions
6. Off season planting for demo gardens
7. Failure to maintain demo gardens
8. Failure to observe the best agronomic practices of demo gardens
9. Kitega P/S unaccounted for construction of classrooms funds worth Ushs. 68,071,804
10. Nside P/S unaccounted for construction of 5 stance latrine funds worth Ushs. 13,641,390
11. Kyarusozi P/S unaccounted for funds worth Shs. 14,476,727
12. Kitaihuka P/S unaccounted for funds worth 6,679,201
13. Kitega P/S unaccounted for construction of classrooms funds worth Ushs. 68,071,804
14. Nside P/S unaccounted for construction of 5 stance latrine funds worth Ushs. 13,641,390
15. Kyarusozi P/S unaccounted for funds worth Shs. 14,476,727
16. Kitaihuka P/S unaccounted for funds worth 6,679,201

There was no evidence provided by the LG Education Department on the status of implementation of all Internal Audit findings under the Department FY 2018/19, thus the LG was compliant.

## Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<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>There was evidence that the department in consultation with the gender focal person disseminated guidelines on hygiene &amp; reproductive health through the senior woman/man teachers.</p> <p>A workshop for senior women/men teachers was organised on 20/2/2019 &amp; 21/2/2019. 67 participants attended</p>	2
17	<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>There was no evidence that the Education department in collaboration with gender department issued and explained guidelines on the management of sanitation for girls and PWDs in the primary schools.</p>	0
17	<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>There was evidence that the SMC gender composition in 3 out of 5 sampled schools did not meet the minimum requirement of 1/3 (33%)</p> <p>St. Marys Model P/S SMC gender composition was 3/12=25%</p> <p>Katoosa P/S: SMC gender composition was 4/11=36%</p> <p>Nyakatoma P/S: gender composition was 4/15=26%</p> <p>Kyenjojo Model P/S: SMC gender composition was 4/13=30%</p> <p>St. Augustine Butiti Model P/S gender composition was 5/12=41%</p>	0
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <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>There was no evidence that the department issued guidelines on environmental management</p>	0

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <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:</li> </ul> <p>Score 1</p>	<p>There was evidence that screening of projects was done and stamped on 4th/09/2019</p> <p>The construction of a Seed Secondary school at Mparo. I was noted that the pit latrine was wrongly placed. there was a recommendation to change the location of the latrine.</p> <p>The assessment team also sighted screening forms for Buhemba, Hamukuku, Butunduzi, Kaburanda, Mabira, Nyakatooma P/School projects on 4th/09/2019</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with:</li> </ul> <p>Score 1</p>	<p>There was evidence that the school project sites were visited.</p> <p>A progress report for Mparo Seed Secondary Schools was prepared on 30/9/2019 and on 12/10/2019.</p> <p>The assessment team also sighted a report for 15 SFG sites including Hamukuku, Butunduzi, Kaburanda, Mabira, Nyakatooma P/Schools among others.</p>	1

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human resource planning and management</b>				
1	<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>	<p>The LG filled the structure for primary health workers as follows:</p> <p>417/498*100=83.7%, The wage bill provision of 4,950,880,666 = was enough for staff in post. (Performance contract 19/20)</p>	8
2	<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>The Health department submitted a comprehensive recruitment plan to HRM on 30/09/2019 and acknowledged. This included the ADHO/EH, PMO &amp; MO SG (Paediatrics) among the 48 posts to be filled.</p>	6

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

Maximum 8 points for this performance measure

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

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

The District had 16 Health units, review of all the 10 Health In charge's files, revealed that 02 health in charges were appraised in FY 2018/2019 as indicated below;

1) Ndora Fred ; Clinical Officer File No CR/D/01022; Butunduzi HCIII was appraised on 18/7/2019 .

2) Balinda Edson Clinical Officer file No CR/D/KJJ/01228; Bufunjo HCIII was appraised on 19/7/2019

The rest of the Health Unit in charges were not appraised in FY 2018/2019.

1. Bagambaki Sebastian Senior Clinical Officer File No CR/D/KJJ/00940; Kisojo HCIII

2. Rusongoza David Clinical Officer ref CR/D/00916 Nyamabuga HCIII

3. Tukamuhebwa Josam Senior Clinical Officer CR/D/00913; Nyankwanzii HC III

4. Dr Kalyegira Stephen Senior Medical Officer File No CR/D/00173; Kyenjojo Hospital

5. Abbas Kaboyo Senior Clinical Officer File No CR/D/KJJ/00533; Butiti HCIII

6. Kusemererwa Kasoro John Enrolled Nurse file No CR/D/KJJ/01014; Nyakarongo HCII

7. Sanyu James Nursing Officer File No CR/D/00908; Rwaitengya HC III

8. Niyonzima Innocent Senior Nursing Officer File No CR/D/00348; Kyankaramata HCII

2/10x100=20%

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.

Maximum 4 points for this performance measure

- 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

The Health department has deployed health workers in line with the lists submitted with the budget for the current FY.

Butiti HC III

Katusiime Mable Medical Records Assistant Computer no. 801234.

Kyenjojo Hospital

Rwampunda Bruce Senior Hospital Administrator No. 827995.

Kyarusozi HC IV

Kagusuru Susan Health Inspector No. 973745.

Dr. Taremwa Moses SMO who is on Kyarusozi HC IV list was recruited in November 2019 and posted 5/11/2019 has not accessed the payroll yet.

## Monitoring and Supervision

5

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

Maximum 6 for this performance measure

- Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3

The DHO communicated the Sector Grant Guidelines electronically to the lower level facilities and the DHI held a meeting with the Health Inspectorate staff on 24/10/2019 and distributed the National Sanitation and Hygiene to them.

3

5

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

Maximum 6 for this performance measure

- Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3

There was no evidence that the DHO held meetings with health facility in-charges to explain the guidelines, policies, circulars issued by the national level.

0

6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>There was no evidence that the DHT supervised Kyenjojo Hospital or Kyarusizi HC IV in the FY 2018/19.</p>	0
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/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>	<p>The PAT received 3 supervision reports (18/12/2018, 15/02/2019 &amp; 14/06/2019) conducted by Kyenjojo Health Sub District and 1 supervision (20/06/2019) report by DHT none had reports for the 4 quarters.</p>	0
7	<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>	<p>The DHT had only 2 supervision reports (25/03/2019 &amp; 22/08/2018), Kyarusoke HC IV 1 (20/06/2019) and Kyenjojo HSD 3 (18/12/2018, 15/02/2019 &amp; 14/06/2019), recommendations were made but none made the 4 quarters.</p>	0

7	<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 up and specific activities undertaken for correction: score 6</li> </ul>	<p>There was no evidence that recommendations are followed up.</p>	0
8	<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>o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>The Health department submitted 24 Health facilities that are receiving PHC funding. According to the records Kyenjojo Hospital, Kyarusozi HC IV and Butiiti HC III were consistent with both HMIS reports and PBS.</p>	10

## Governance, oversight, transparency and accountability

9	<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>	<p>There was evidence that the committee responsible for health met and discussed service delivery issues</p> <p>on 8th May 2019 under minute 82/05/2019 the DHO informed the committee about the commissioning of Kyankaramata and Myeri upgraded health units which was to take place in September 2019.</p> <p>the committee expressed concern that the construction at Myeri was substandard and recommended that council may take up interest in supervising</p> <p>the committee further identified its worry with regards to the return of money to the treasurer that was meant for the construction of Mparo and other HC II units.</p> <p>About the new HIV drug being resisted by clients, the DHO explained to the committee that religious beliefs also contributed to that.</p>	2
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The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

- Evidence that the health sector committee has presented issues that require approval to Council: score 2

There was evidence that the health sector committee presented issues that required council approval;

on 30th /08/2018 under minute 11/KJD/COU/8/2018/19FY the health committee through Hon Agaba Emmanuel informed the council that the health department had received more funds from world bank which changed the allocation approved by council.

Maximum 4 for this performance measure

he further stated that the development grant for health was to be used for

upgrading of Myeri HCII to HC III at a cost of 500 millions

upgrading Kyankaramata HC II to HC III at a cost of 500 millions

Council moved a motion to approve the budget

The Health Unit Management Committees and Hospital Board are operational/functioning

Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):

The sampled health facilities had functional HUMC/Board and held meetings as follows:

1. Kyenjojo Hospital 4 meetings

11/12/2018, 20/02/2019, 6/06/2019 & 19/06/2019.

The budget 19/20 was presented on 6/06/2019 min. 80/06/2019.

2. Kyarusizi HC IV 3 meetings

12/10/2018, 13/12/2018 & 20/06/2019.

The members mainly discussed RBF funds (12/10/2018) min. 3 among others like patient load and service delivery.

3. Butiti HC III 5 meetings

6/10/2018, 15/12/2018, 18/12/2018, 29/03/2019 & 10/06/2019.

The members held an extraordinary meeting on 18/12/2018 to hold a staff performance award.

From the above observations 2 out of 3 facilities held 4 mandatory meetings.

$2/3 \times 100 = 67\%$

Maximum 6 points

- If 100% of randomly sampled facilities: score 6
- If 80-99 %: score 4
- If 70-79 %: score 2
- If less than 70%: score 0

11	<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>	<p>The LG publicised all 24 health facilities receiving PHC on 14/07/2019 and it is the same at Kyenjojo Hospital, Kyarusenzi HC IV &amp; Butiti HC III. The allocation was as follows:</p> <p>Kyenjojo Hospital 262,419,511=</p> <p>Kyarusenzi HC IV 45,340,910=</p> <p>Butiti HC III 21,862,824=</p>	4
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## Procurement and contract management

12	<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>	<p>The Health department submitted the procurement plan to PDU on 19/06/2019 and acknowledged but was after the deadline.</p>	0
12	<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>	<p>The Health department submitted the procurement requisition Kyenjojo 530 Supplies 2019/20 for fuel of health department worth 1,600,000= on 1/10/2019 and acknowledged after the 1st Quarter 2019.</p>	0

13	<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>From the sampled contracts under the LG Health department payment to the suppliers were timely (as per contract) certified and approved in FY 2018/2019 as follows;</p> <p>(i) Kagu Construction Company Ltd submitted a payment request for construction of General Ward at Nyankwanzi HC III in Nyankwanzi Sub County Phase II on 24th May, 2019. Certification and approval of the payment was done by the District Engineer, District Health Officer, Chief Finance Officer and the Chief Administrative Officer on 18th June, 2019. Payment worth Ushs. 73,203,015 against Voucher No. 24334744 was made to Kagu Construction Company Ltd on 25th June, 2019.</p> <p>(ii) Nicole Associates Ltd submitted a payment request for upgrading of Myeri HC II to HC III on 6th May, 2019. Certification and approval of the payment was done by the District Engineer, District Health Officer, Chief Finance Officer and the Chief Administrative Officer on 13th June, 2019. Payment worth Ushs. 268,723,102 against Voucher No. 24243612 was made to Nicole Associates Ltd on 20th June, 2019.</p> <p>The LG District Health Officer (as per contract) certified and recommended suppliers timely for payment within one month of the requisition being made.</p>	4
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#### Financial management and reporting

14	<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 that the department submitted the annual performance report for the previous FY 2018/2019 and all quarterly reports to Planner during FY 2018/2019:</p>	0
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LG Health department has acted on Internal Audit recommendation (if any)	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	In LG Health Department, a total of ten queries were raised by the Internal Audit in FY 2018/2019.  The District Health Officer in his letters dated 14th April 2019 and 18th April 2019 provided a status on implementation of the following issues raised;
Maximum 4 for this performance measure	<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>	<ol style="list-style-type: none"> <li>1. Unaccounted for funds worth Ushs. 45,103,850 in HCIIIs</li> <li>2. Irregular meetings of health unit management committees</li> <li>3. Understaffing of Senior Cadres</li> <li>4. Lack of accommodation</li> </ol> <p>However, there was no evidence provided on the status of implementation of the issues below;</p> <ol style="list-style-type: none"> <li>1. Unutilised construction funds worth Ushs. 667,000,000</li> <li>2. Unaccounted for Health Department activities funds worth Ushs. 1,410,000</li> <li>3. Unaccounted fuel worth Ushs. 4,295,800</li> <li>4. Un-surveyed Government land at health centres</li> <li>5. Limited storage for drugs and supplies</li> <li>6. Failure to take physical count of drugs and other supply.</li> </ol> <p>There was no evidence provided on the status of implementation of all Audit Report findings under the Health Department thus the LG was not compliant.</p>

## Social and environmental safeguards

16	<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</li> </ul> <p>% women: score 2</p>	<p>The HUMC in Kyenjojo District do not meet the gender composition as per guidelines. The composition was as follows:</p> <p>Kyenjojo Hospital</p> <p>9 members (T) 2 Female (F)</p> <p>Kyarusenzi HC IV</p> <p>T=10 F=1</p> <p>Butiti HC III</p> <p>T=6 F=2</p> <p>T=9+10+6=25</p> <p>F=2+1+2=5</p> <p>=5/25*100=20%.</p>	0
16	<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>	<p>The LG issued guidelines on Sanitation and Hygiene on 24/10/2019 and acknowledged by the Health workers.</p>	2
17	<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>	<p>The construction projects of Kyankaramata HC III and Myeri HC III were screened before approval for construction by the Environment Officer and Community Development Officer on 23/08/2018 and 24/08/2018 respectively.</p>	2

17	<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 check whether the mitigation plans are complied with:</li> </ul> <p>Score 2</p>	<p>According to the records available the Environment Officer and Community Development Officer visited the sites on 5/03/2019 for construction of General ward &amp; maternity at Kyankaramata HC III and 10/05/2019 for construction of General ward &amp; maternity at Myeri HC III.</p>	2
18	<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 disposal:</li> </ul> <p>score 4.</p>	<p>There was evidence that the LG issued guidelines on medical waste management on 24/10/2018 and were found in the health facilities like Kyenjojo Hospital and Kyarusoke HC IV.</p>	4

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Planning, budgeting and execution</b>				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the 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>If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>If 80-99%: Score 7</li> <li>If 60-79: Score 4</li> <li>If below 60 %: Score 0</li> </ul> </li> </ul>	<p>At the time of preparation of the annual work plan and budget for 2019/20, the District Safe Water coverage was at 66%. The sub counties below the safe water coverage of the district included Bufunjo sub county at 60 %, Butunduzi sub county at 40%, Kanyegaramire Sub county at 41%,Katooke sub county at 60%,Nyabirogo sub county at 64% and Kyembogo sub county at 25%. UGX 2991,551,236 out of UGX 449,315,096 was allocated to the water projects in these sub county making it 64%.</p> <p>It should be noted that Nyakisi sub county is a new sub county which was under Katooke sub county.</p>	4
2	<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. <ul style="list-style-type: none"> <li>If 100 % of the water projects are implemented in the targeted S/Cs: Score 15</li> <li>If 80-99%: Score 10</li> <li>If 60-79: Score 5</li> <li>If below 60 %: Score 0</li> </ul> </li> </ul>	<p>At the time of preparation of the annual work plan and budget for 2018/19, the District Safe Water Coverage was 75%. The sub counties that were below the district safe water coverage included Bufunjo sub county at 57 %, Butudunzi sub county at 45%, Kigaraale Sub county at 57%,Katooke sub county at 68%, Kyarusenzi sub county at 59% and Nyabuharwa sub county at 69 %. Only 3 out of 9 water facilities were implemented in these sub counties which came to about 33%.</p>	0

## Monitoring and Supervision

3	<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>There was evidence that the district Water department monitored the facilities implemented for Financial Year 2018/19. All the WSS facilities implemented in FY 2018/19 were monitored. For example, a monitoring report dated 14th /05/219 proved that all the rehabilitated bore holes for instance Nyakisi bore hole, Kisojo borehole among others were monitored. Another monitoring report dated 19/02/2019 indicated that all the 8 drilled boreholes were monitored and the work was in progress. In addition, there was a report on the progress of a 3 stance latrine in Butiti sub county dated 11/02/2019.. Thus according to the reports all the implemented rehabilitated bore holes plus 1 piped water scheme, drilled boreholes plus a 3 stance latrine were monitored which represented 100% monitoring.</p>	15
4	<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> </ul>	<p>The data was submitted to the Permanent secretary for MoWE on 17/07/2019.</p> <p>It was noted that all the facilities that were submitted by the Local Government were not reflected on the MIS data lists from the MoWE and hence no consistence.</p>	0
4	<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>There were no water facilities consistent on both MIS reports and PBS</p>	0



5	<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The sector submitted in put for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on 06/03/2019 which was with in the stipulated time frame of 30th April. Among the items were submitted included;</p> <ol style="list-style-type: none"> <li>1. Sitting and installation of 11 hand pump boreholes at an estimated cost of UGX 262,220,567.</li> <li>2. Sitting and drilling supervision of 11 bore holes at estimated cost of UGX 18,000,000.</li> <li>3. Procurement of fuel and Lubricants at an estimated cost UGX 9,706,736</li> </ol>	4
6	<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>Contractor supervisors were appointed as contact managers for different water projects implemented 2018/2019.</p> <p>For instance Mr. Tindyebwa Yonah on 22/11/2018 was nominated as Contract Supervisor for the Construction of piped water scheme at Kanyegaramire.</p> <p>Contract Management Plans were prepared and site visits were made for instance on 08/01/2019 and 14/05/2019 site visits were made and reports were prepared on the construction of water piped scheme at Kanyegaramire and rehabilitation of bore holes respectively and the work was in progress as planned</p>	2
6	<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>Based on the monitoring reports submitted by the Contracts Managers, and following the field visit to the WSS facilities, it was found that the water facilities were constructed as per the designs. For instance a completion report dated 11/02/2019 showed that the 3 stance latrine was constructed as designed for instance the design had 3 seperate stances and that is what was constructed.</p>	2

6

The district has appointed Contract Manager and has effectively managed the WSS contracts

- If contractor handed over all completed WSS facilities: score 2

There was a report dated 24/07/2019 on commissioning of the WSS projects implemented FY 2018/2019. These included Nyarusenzi borehole, Bugaki bore hole, VIP latrine at Mukunyu among others. it consisted of photos of handing over these water to the consumers.

2

Maximum 8 points for this performance measure

6

The district has appointed Contract Manager and has effectively managed the WSS contracts

- If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2

The DWO appropriately certified all WSS projects and prepared completion reports as follows.

1. On 19th June 2019, a Payment Certificate was issued to M/s. Reddy's Bore holes Ltd for Drilling and Installation of 8 boreholes, pending defects liability period
2. On 14th June 2019, a Completion Certificate was issued to M/s.ARNTECH Services Ltd for the Construction of a 3 Stance Lined VIP Latrine at Mukunyu trading centre.
3. On 12/08/2019 a payment certificate was issued to MAST Logistics for constructing extension water piped scheme at Kazinga .

2

Maximum 8 points for this performance measure

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

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

The LG Water department did not timely certify payments to all suppliers for FY 2018/2019 as follows;

(i) Asense Services Ltd submitted a payment request for design of flow and sanitation system in Kihuura Sub-County on 17th June, 2019. Certification and approval for payment was done by the District Water Officer, District Engineer and the Chief Administrative Officer on 19th June, 2019. Payment worth Ushs. 50,758,383 against Voucher No. 24334741 was made to Asense Services Ltd on 25th June, 2019. **Average 8 days.**

(ii) S&S General Supplies Ltd submitted a payment request for rehabilitation of seven (07) boreholes and (04) shallow wells on 12th March, 2019. Certification and approval for payment was done by the District Water Officer, District Engineer and the Chief Administrative Officer on 27th May, 2019. Payment worth Ushs. 14,357,032 against Voucher No. 24323153 was made to S&S General Supplies Ltd on 24th June, 2019. **Average 2 months and 15 days.**

(iii) Aquatech Enterprises (U) Ltd submitted a payment request for construction supervision of Kanyegaramire water supply on 17th June, 2019. Certification and approval for payment was done by the District Water Officer, District Engineer and the Chief Administrative Officer on 19th June, 2019. Payment worth Ushs. 18,834,216 against Voucher No. 24296522 was made to Aquatech Enterprises (U) Ltd on 22nd June, 2019. **Average 5 days.**

The District Water Officer delayed by 15 days to certify a payment to S & S General for rehabilitation of boreholes after the payment requisition was raised thus the LG was not compliant.

Maximum 3 for this performance measure

## Financial management and reporting

The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit

- 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

There was no evidence that the department submitted the annual performance report for the previous FY 2018/2019 and all quarterly reports

Maximum 5 for this performance measure

The District Water Department has acted on Internal Audit recommendation (if any)	<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> </ul>	<p>In LG Water Department, a total of three queries were raised by the Internal Audit in FY 2018/2019.</p> <p>The queries raised were;</p> <ol style="list-style-type: none"> <li>1. Kanyegaramire water scheme unaccounted for monitoring funds</li> <li>2. Water activities unaccounted for funds worth Ushs. 625,000</li> <li>3. Broken down brand-new motor vehicle</li> </ol>
Maximum 5 for this performance measure	<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> </ul> <p>If queries are not responded to score 0</p>	<p>The District Engineer responded to all queries raised in a letter dated 12th April ,2019. The status of IA findings was received by the Internal Auditor through the Chief Administrative Officer on 18th April 2019.</p>

### Governance, oversight, transparency and accountability

The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council	<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>There was evidence that the council committee for water met and discussed service delivery issues:</p> <p>on 19th February 2019 under minute 5/Feb./works/2019 the water department presented the status report for q4 projects for FY 2017/2018 and planned activities for Q 1 FY 2018/19 under water and sanitation it was noted that the district access to safe water was at 75% compared to the national coverage of 67%</p> <p>most activities under development grant had been completed at a tune of ugs 506,709,924</p> <p>on 8th May 2019 under minute 32/may/works/2019 the district water officer informed the committee about the breakdown of Nyakahama borehole and the committee recommended that people be mobilised to to repair the borehole.</p>
Maximum 6 for this performance measure		

10	<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>There was evidence that the water sector committee presented issues that required approval of council</p> <p>on 6th March 2019 under min 41/KJD/COU/03/2018-19 the committee presented to council the Issue of the signed MOU with urban and sanitation development Facility for the implementation of the water supply and sanitation facilities of small towns and rural growth centres for Kisojo Town council and Kasaba Trading centre (Kyembogo sub county)</p>	3
11	<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>The AWP for 2018/2019, Budget grant releases were displayed on the notice board of Water department on 09th /07/2019. For instance</p> <p>Amount Released</p> <p>1st Quarter</p> <p>Fuel &amp; Lubricants UGX 1,413,000</p> <p>O&amp;M of Vehicle and motorcycle UGX 3,492,696.</p> <p>Sitting and drilling of 8 bore holes UGX 106,729,586</p> <p>Sensitisation of WUCs UGX 985,600</p> <p>2nd Quarter</p> <p>Fuel &amp; Lubricants UGX 1,413,000</p> <p>O&amp;M of Vehicle and motorcycle UGX 2,107,304.</p> <p>Sitting and drilling of 8 bore holes UGX 79,281,971</p> <p>Sensitisation of WUCs UGX 913,600</p>	2

11	<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>The WSS facilities visited, the following information was displayed.</p> <p><u>Name: Kyabikanga borehole</u></p> <p>Date of construction: 04th /02/ 2019</p> <p>Contractor: M/s Reddy's boreholes Ltd</p> <p>Funder: DWSG</p> <p><u>Name: Kyamulimi bore hole</u></p> <p>Date of construction: 31/ 01/2019</p> <p>Contractor: M/s Reddy's bore holes Ltd</p> <p>Funder: DWSG</p> <p><u>Name: Mukunyu Public latrine</u></p> <p>Date of construction: 2018/2019</p> <p>Contractor: M/s ARNETECH Services Ltd</p> <p>Funder: DWSG</p>	2
11	<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>On 19th/09/2018, the information on tenders and contract awards was displayed indicating contractor name, contract and the contract sum respectively and these included,</p> <p>M/s Reddy's bore holes Limited, Drilling and Installation of 08 Deep Boreholes,UGX 164,751,000 .</p> <p>Mast Logistics, Construction of Kanyegaramire Water supply system , UGX 339,454,939</p>	2
12	<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>There was evidence of application forms for communities applying for water facilities FY 2019/2020. For instance an application form dated 25/08/2019 of Kihinda village in Nyantungo Sub County requesting for a borehole .</p>	1

12	<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>All the water facilities such as Kyamulimi bore hole and Kyabikanga bore hole were all well fenced</p>	2
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### Social and environmental safeguards

13	<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>There was evidence of screening forms for only 6 bore holes out of the 8 implemented, these included Kyamulimi borehole, Kyamalaya borehole, Ibale borehole among others.</p> <p>There was also no evidence of screening forms of the VIP lined latrine constructed at Mukunyu trading centre and the water piped scheme at Kanyegaramire.</p>	0
13	<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>There was no evidence of monitoring reports that showed follow up on the recommended mitigation measures.</p>	0

13	<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>The contract between Buliisa district and M/s. Reddy's bore holes LTD for the construction of 8 projects under the part of BoQs item 4.3 there was an order to the contractor to supply and plant grass and live fencing to conserve the environment.</p>	1
14	<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 DWOs office, lists of 3 WSCs committees of different water facilities were sampled and all the 3 committees had 50% female on the committee and these included:</p> <p>Kyabagorobya bore hole had 4 females out of the 7 members {57%},</p> <p>Kyalakanga bore hole had 4 members out of 7 were females [57%]</p> <p>Ibaale bore hole had 4 females out of 7 members [57%]</p>	3
15	<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	<p>The sanitation facility visited at Kanara market, constructed in the financial year 2018/19,had only stances for males and females but with out one for the PWDS .</p>	0