



## **Local Government Performance Assessment**

Kwania District

(Vote Code: 626)

<b>Assessment</b>	<b>Scores</b>
Accountability Requirements	%
Crosscutting Performance Measures	71%
Educational Performance Measures	54%
Health Performance Measures	56%
Water & Environment Performance Measures	39%

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 PFMA 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>	Kwania DLG submitted the Annual Performance Contract on 23rd July, 2019. This was within the MoFPED adjusted submission deadline of 31st August, 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>	Kwania DLG submitted the Budget that included the Procurement Plan for the FY 2019/2020 on 23rd July, 2019. This was within the MoFPED adjusted submission deadline of 31st August, 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>	Kwania DLG submitted the Annual Performance Report for the previous FY 2018/2019 on 7th August, 2019. This was within the MoFPED adjusted submission deadline of 31st 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).	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>All the four Quarterly Budget Performance Reports for FY 2018/2019 were submitted to MoFPED as indicated below:</p> <ul style="list-style-type: none"> <li>o Quarter One Report was submitted on 12th November 2018 to MoFPED</li> <li>o Quarter Two Report was submitted on 23rd January 2019</li> <li>o Quarter Three Report was submitted on 23rd May 2019</li> <li>o Quarter Four Report was submitted on 7th August 2019</li> </ul> <p>Kwania DLG submitted all the four quarterly reports and the fourth quarter was submitted on 7th August 2019 a date which was within the MoFPED adjusted submission deadline of 31st August 2019. Therefore, the LG was compliant.</p>	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 line 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.

Kwania DLG is a new District that was created and approved by the 9th Parliament, third phase of new Districts that took effect 1st July 2018 (i.e. ADM/288/293/01 RE: Guidelines for the Establishment of New Districts. This letter was written by the Hon. Minister of Local Government on the 13th June 2018).

The DLG did not have any recommendations to address from the Internal Auditor General or the Auditor General for FY 2017/18.

No

6

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

The audit opinion for the FY ended 30th June 2019 communicated by the Auditor General was unqualified, therefore compliant.

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>Kwania DLG is a new District that was created and approved by the 9th Parliament, third phase of new Districts that took effect 1st July 2018 (i.e. ADM/288/293/01 RE: Guidelines for the Establishment of New Districts. This letter was written by the Hon. Minister of Local Government on the 13th June 2018).</p> <p>The Physical Planning Committee members were yet to be appointed. The functionality of the Committee could therefore not be assessed.</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 any minutes of the Committee because the District was still in the process of recruiting staff. The recruitment process was however affected by a Lira High Court Injunction dated 13th, June 2019.</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>	<p>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</p>	<p>There was no Physical Development Plan in place to guide infrastructure investments. For that reason, consistence of infrastructure investments with the plan could not be established.</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>	<p>• Action area plan prepared for the previous FY: score 1 or else 0</p>	<p>Kwania DLG was yet to recruit a Physical Planner.</p>	1
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and</p>	<p>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</p>	<p>There was evidence that the priorities for the current FY 2019/2020 in AWP were based on outcomes of the budget conference which was held on 17th October, 2018 at the District Council Hall.</p> <p>The priorities in the AWP for the current FY included:</p> <p>Administration: (on pg. 13 AWP and pg. 8 of the Budget conference report);</p> <ul style="list-style-type: none"> <li>- Construction of Main Administration Block Phase II</li> <li>- Renovation of the current administration block</li> <li>- Procurement of vehicles</li> <li>- Fencing of the district headquarters</li> <li>- Recruitment of staff</li> </ul>	2

have project profiles

Maximum 5 points on this performance measure.

Education: (on pg. 59-62 AWP and pg. 11 of the Budget conference report);

- Increase staffing level through recruitment of teachers
- Construction of a 2 Classroom Block with Office at Ogwil P/s in Nambieso Sub County
- Construction of a 2 Classroom Block with Office at Akwon P/s in Aduku Sub County
- Construction of a 5 Stance Pit Latrine at Amambale P/s in Inomo Sub County.
- Construction of a 5 Stance Pit Latrine at Agolowelo P/s in Chawente
- Construction of a 5 Stance Pit Latrine at Acungi P/s in Abongomola S/C

Health: (on pg. 53&56 AWP and pg.10 of the Budget conference report)

- Infrastructure enhancement – Face lifting of health facilities
- Renovation of staff houses
- Increase supply in medical equipment, transport and communication
- Fencing of health facilities
- Renovation of Aduku H/C IV ART Clinic. & District Health Office.
- Construction of Medicine Store at Aduku H/C IV

Roads: (on pg. 73-78 AWP and pg. 10 of the Budget conference report)

- Low Cost Sealing of 0.5 Kilometers of Aduku – Apire Road Phase II
- Bottle Neck Works on Aboko- Chawente-Road
- Rehabilitation and maintenance of Nambieso- Agwatta Road
- Rehabilitation and maintenance of Akot-Abwong H/C II– Lira Boarder.

Water: (on pg. 94 & 96 of AWP and pg. 11 of the Budget conference report);

- Drilling and Installation of 13 Deep Wells Inomo Chawente Aduku Abongomola and Nambieso sub counties
- Rehabilitation of 12 Boreholes
- Construction of a 1 block of 4-stance drainable VIP Latrine with urinal at Atuma Landing Site

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.</li> </ul>	<p>Kwania is a new District which started in FY 2018/19. In a letter ref: NPA/GDP/08 and dated 12th October, 2018, the District was guided by the NPA Executive Director to base their planning priorities on the Apac DDP. There was evidence that the capital investments in the AWP for the current FY were derived from the approved 5 year DDP of Apac District. The capital investments in the AWP include:</p> <p>Administration: (on pg. 13 AWP and at pg. 152 of Apac LG 5 year DDP 2015/16- 2019/20);</p> <ul style="list-style-type: none"> <li>- Construction of Main Administration Block Phase II</li> </ul> <p>Health: (on pg. 53&amp;56 AWP and at pg. 156 of Apac LG 5 year DDP 2015/16- 2019/20);</p> <ul style="list-style-type: none"> <li>- Renovation of Aduku H/C IV ART Clinic. &amp; District Health Office.</li> <li>- Construction of Medicine Store at Aduku H/C IV</li> </ul> <p>Education: (on pg. 59 &amp; 62 AWP and at pg. 157 of Apac LG 5 year DDP 2015/16- 2019/20)</p> <ul style="list-style-type: none"> <li>- Construction of a 2 Classroom Block with Office at Ogwil P/s in Nambieso Sub County</li> <li>- Construction of a 2 Classroom Block with Office at Akwon P/s in Aduku Sub County</li> <li>- Construction of a 5 Stance Pit Latrine at Amambale P/s in Inomo Sub County.</li> <li>- Construction of a 5 Stance Pit Latrine at Agolowelo P/s in Chawente</li> <li>- Construction of a 5 Stance Pit Latrine at Acungi P/s in Abongomola S/C</li> </ul> <p>Roads: (on pg. 73-78 AWP and at pg. 158 of Apac LG 5 year DDP 2015/16- 2019/20));</p> <ul style="list-style-type: none"> <li>- Low Cost Sealing of 0.5 Kilometers of Aduku – Apire Road Phase II</li> <li>- Bottle Neck Works on Aboko- Chawente-Road</li> <li>- Rehabilitation and maintenance of Nambieso- Agwatta Road</li> <li>- Rehabilitation and maintenance of Akot-Abwong H/C II– Lira Boarder.</li> </ul> <p>Water: (on pg. 94&amp;96 AWP and at pg. 159 of Apac LG 5 year DDP 2015/16- 2019/20);</p> <ul style="list-style-type: none"> <li>- Drilling and Installation of 13 Deep Wells in Inomo, Chawente, Aduku, Abongomola and Nambieso sub counties</li> <li>- Rehabilitation of 12 Boreholes</li> <li>- Construction of a 1 block of 4-stance drainable VIP Latrine with urinal at Atuma Landing Site</li> </ul>
--	---	--



2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>There was no evidence that the project profiles for the current FY 2019/20 were developed and discussed in any TPC meeting.</p> <p>The only project profiles which were availed are the ones which were attached as appendix to the 5 Year Apac District Development Plan.</p>	0
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>Kwania LG was not in existence in FY 2017/18 therefore no statistical abstract for FY2017/18. The District had embarked on making a statistical abstract for FY2018/19 in preparation for the next assessment.</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>There was evidence that all investment projects implemented in FY 2018/19 were derived from the AWP and approved budget. The basis of the evidence was the Annual Performance Report (Quarter 4) in relation to the budget of FY 2018/19. Investment projects included inter alia:</p> <p>EDUCATION: (pg. 66 of Annual Performance Report and at pg. 23 of the Budget)</p> <ul style="list-style-type: none"> <li>- Phased construction of Aduku Seed School (Two Classroom blocks of 4 classrooms each, Admin Block and Two 5 stance Drainable Pit Latrines).</li> <li>- Construction of a two-classroom block with office at Tegot P/s in Chawente</li> <li>- Construction of a two classroom block with office at Agwa P/s in Abongomola S/C</li> <li>- Construction of a 5 stances drainable Pit Latrine at Banyala</li> </ul>	2

p/s in Inomo S/C

- Construction of a 5 stances drainable Pit Latrine at Apire p/s in Aduku S/C

HEALTH: (pg. 58-59 of Annual Performance Report and at pg. 20 & 21 of the Budget)

- Fencing Aduku Health Centre IV
- Face-lifting General Ward at Aduku H/C IV
- Renovation of walk way at Aduku Health Centre IV

ROADS : (pg. 71 of Annual Performance Report and at pg. 27 of the Budget)

- Low cost sealing of Alanga- Low Cost Sealing of 0.65 Kilometers of Aduku – Apire Road
- Rehabilitation and maintenance of Nambieso- Agwatta Road
- Rehabilitation and maintenance of Akot-Abwong H/C II– Lira Boarder
- Construction of a Community Access Road from Bung-Gudu to Acan Okun/Acan Kumi

WATER: (pg. 76 of Annual Performance Report and at pg. 30 of the Budget)

- Construction of a Public Latrine at Atuma Landing Site Rural Growth Centre
- Drilling and installation of 16 deep wells at Abedober, Agerinono, Apire, Akwon market, Agwa P/S. Olao ipali. Te-ilwa Market, Acobanok. Atabotidi. Agwenyere B, Boda P/S, Odyek pe, and Teioro
- Rehabilitation of 13 Boreholes in Inomo, Chawente, Aduku, Abongomola and Nambieso sub counties

ADMINISTRATION: (pg. 42 of Annual Performance Report and at pg. 9 of the Budget)

- Construction of Main Administration Office Block Phase I
- Face-lifting / Renovation of 3 Offices for Engineering, Education and Community located at Wipolo District Headquarters.
- Renovation of CAO'S residence at Kwania District Headquarters (Ikwera).
- Renovation of Wipolo Main building for 3 Departments of Production, Procurement and Commercial Directorate
- Renovation of 4 Office buildings (Administration block – TC, Main store, Council block and Finance Department block ) at Ikwera District Headquarters

Investment activities in the previous FY were implemented as per AWP.

• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.

Maximum 6 points on this performance measure.

- o 100%: score 4
- o 80-99%: score 2
- o Below 80%: 0

There was evidence that all the investment projects implemented in the previous FY were completed as per the work plan by end of FY 2018/19. This accounted for 100% completion rate of those projects.

The source of evidence was procurement plan, monitoring and annual performance reports, annual financial statements, contracts register, and completion certificates

The following projects were completed and commissioned as per work plan by 30th June of the FY 2018/2019

- Construction of Main Administration Office Block Phase I

- Face-lifting / Renovation of 3 Offices for Engineering, Education and Community located at Wipolo District Headquarters.

- Renovation of CAO'S residence at Kwania District Headquarters (Ikwera).

- Renovation of Wipolo Main building for 3 Departments of Production, Procurement and Commercial Directorate

- Renovation of 4 Office buildings (Administration block – TC, Main store, Council block and Finance Department at Ikwera District Headquarters

- Construction of a Public Latrine at Atuma Landing Site Rural Growth Centre

- Drilling and installation of 16 deep wells at Abedober, Agerinono, Apire, Akwon market, Agwa P/S. Olao ipali. Te-ilwa Market, Acobanok. Atabotidi. Agwenyere B, Boda P/S, Odyek pe, and Teioro

- Rehabilitation of 13 Boreholes in Inomo, Chawente, Aduku, Abongomola and Nambieso sub counties

- Fencing Aduku Health Centre IV

- Face-lifting General Ward at Aduku H/C IV

- Renovation of walk way at Aduku Health Centre IV

- Construction of a two-classroom block with office at Tegot P/s in Chawente

- Construction of a two-classroom block with office at Agwa P/s in Abongomola S/C

- Construction of a 5 stances drainable Pit Latrine at Banya p/s in Inomo S/C

- Construction of a 5 stances drainable Pit Latrine at Apire p/s in Aduku S/C

The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY

Maximum 4 points on this Performance Measure.

- Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2

All investment projects in the previous FY 2018/2019 were completed within approved budget. 5 sampled projects included:

1. Construction of a two-classroom block with office at Tegot P/s in Chawente S/C (budgeted UGX 73,500,000 /= – actual expenditure UGX 71,508,885/=) hence 97% expenditure;

2. Construction of a two-classroom block with office at Agwa P/s in Abongomola S/C (budgeted: UGX 73,500,000= – actual expenditure: UGX 69,465,774/=) hence 94% expenditure;

3. Face-lifting / Renovation of 3 Offices for Engineering, Education and Community located at Wipolo District Headquarters. (budgeted: UGX 35,390,619 /— actual expenditure: UGX 35,000,400/=) hence 99% expenditure;

4. Construction a 5 stance VIP latrine at Olepek HCII  
Construction of a 5 Stance Drainable Pit Latrine under DDEG District budget at Apire P/S in Aduku Sub County (budgeted: UGX 25,000,000 = - actual expenditure: UGX 24,241,583/=. ) hence 97% expenditure;

5. Renovation of Wipolo Main building for 3 Departments of Production, Procurement and Commercial Directorate. (budgeted: UGX 36,280,826/= actual expenditure: UGX 35,452,404/=) hence 98% expenditure.

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>Kwania DLG had a register of assets in need of maintenance; and there was evidence of review of the register of assets in need of O&amp;M and the associated costing was done by preparing bills of quantities.</p> <p>The following projects were undertaken under the budget of O&amp;M;</p> <ol style="list-style-type: none"> <li>1. Renovation of Wipolo Main building for 3 Departments of Production, Procurement and Commercial Directorate (budget 36,280,826 actual expenditure: UGX 35,452,404/=)</li> <li>2. Face-lifting / Renovation of 3 Offices for Engineering, Education and Community located at Wipolo District Headquarters. (budgeted: UGX 35,390,619 /— actual expenditure: UGX 35,000,400/=)</li> <li>3. Renovation of CAO'S residence at Kwania District Headquarters (Ikweru) (budgeted: UGX 35,000,000- actual expenditure: 33,198,362/=).</li> <li>4. Face-lifting General Ward at Aduku H/C IV budgeted: UGX 27,000,000 – actual expenditure 25,420, 227/=)</li> <li>5. Renovation of walk way at Aduku Health Centre IV budgeted: UGX 65,000,000 – actual expenditure: 41,730,700)</li> </ol> <p>Percentage =Actual/Budget*100</p> <p>Percentage = 170,802,093/198,671,445* 100</p> <p>= 86%</p>	2
---	---	---	---	---

## Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>Kwania LG had 9 HoDs per the Ministry of Public Service approved staff structure. At the time of assessment, all the HoDs were acting in the positions. These were; Chief Finance Officer, District Education Officer, District Planner, District Health Officer, District Production Officer, DCDO, District Engineer and District Natural resources Officer.</p>	0
---	--	---	---	---

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>Kwania LG appraised 8 officers holding positions of HoDs out of the 9 officers for the FY 2018/19. They were appraised as follows;</p> <ul style="list-style-type: none"> <li>• District Education Officer was appraised by CAO on 27th July 2019;</li> <li>• District Production Officer (Oyet Godfrey Johnson) was appraised by the CAO on 15th July 2018;</li> <li>• Chief Financial Officer (Odwe Nelson) was appraised on 27th July 2018;</li> <li>• District Health Officer – was appraised on 27th July 2019;</li> <li>• District Community Development Officer was appraised by CAO on 1st July 2019;</li> <li>• District Planner was appraised on 1st July 2019 by CAO;</li> <li>• District Natural Resources Officer was appraised on 27th July 2019 as per appraisal;</li> <li>• District Engineer was appraised on 27th July 2019</li> </ul> <p>However, there was no evidence at the time of assessment that the District Commercial Officer was appraised.</p>	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>Kwania district came into operation on 1st July, 2018, therefore did not have a DSC constituted to perform their mandate.</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>The LG started operations on 1st July, 2018. For the FY 2018/19, the LG did not recruit new staff therefore they never had staff for confirmation.</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>For the Financial Year 2018/19, there were no cases compiled and submitted from CAO's office to DSC for disciplinary action.</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>Kwania district did not recruit new staff in FY 2018/19.</p>	3
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>Kwania District LG had 9 staff who retired during FY 2018/19 according to the retirees list viewed. Out of the 9, it was only Oluka Quinto- Education Assistant II, who retired on 4th Sept 2018 and accessed pension payroll on 29th Nov 2018 (2 months later). The rest of the officers accessed pension role after 2 months. For instance;</p> <ul style="list-style-type: none"> <li>• Oyuna Willy Moses, an Education Officer retired on 11th Aug 2018 and accessed pension payroll in Oct 2019 (that is 14 months later);</li> <li>• Odongo Joy, Education Assistant II retired on 29th March 2019 and accessed pension payroll on 29th Nov 2019 (8 months later),</li> <li>• Opio Maxwell Paul Ayo, Education Assistant II retired on 13th April 2019 and accessed pension payroll on 29th Nov 2019 (7 months later).</li> </ul>	0

## 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>Kwania DLG only started operations in the FY2018/19 and therefore did not have OSR for FY 2017/18.</p> <p>Total of OSR for FY 2017/18 was Nil</p> <p>Total of OSR for FY 2018/19 was UGX 148,583,829 (Source: Page 29, draft final accounts for FY 2018/19)</p>	4
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>Percentage of locally generated revenue for FY2018/19 was approximately 63% below budgeted estimates. This deficit in collections was outside of the +/- 10% budget realisation threshold.</p> <p>Computation</p> <p>Total Local Revenue Planned/Budgeted for FY 2018/19 was UGX 402,000,000 (Source: Page 1, Kwania LG approved budget estimates for FY 2018/19 generated on 22/07/2018 09:53)</p> <p>Total of OSR for FY 2018/19 was UGX 148,583,829 (Source: Page 29, draft final accounts for FY 2018/19)</p> <p>Deficit in Local Revenue Collections against budget</p> <p><math>148,583,829 - 402,000,000 = (253,416,171)</math></p> <p>Deficit in %age</p> <p><math>(253,416,171)/402,000,000 \times 100 = -63.4\%</math></p>	0



11

Local revenue administration, allocation and transparency

Maximum 4 points on this performance measure.

- Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2

For the FY 2018/19, Kwanja DLG remitted only 15% of LST collected in FY2018/19 to the LLG which was below the mandatory 65% stipulated in section 85 of the LG Act CAP 243.

Computation

Local Revenue collections subjected to sharing with LLGs (i.e. LST) was UGX 54,344,250

Amount of local revenue remitted to LLGs was UGX 8,000,000

VR No	Details	Amount- UGX
0236	Aduku Town Council	3,000,000
0238	Abongomola Sub County	1,000,000
0239	Aduku Sub County	1,000,000
0240	Inomo Sub County	1,000,000
0241	Chawante Sub County	1,000,000
0242	Nambieso Sub County	1,000,000
	Total	8,000,000

Percentage of remittances of LST to LLG

$8,000,000/54,344,250 \times 100 = 14.72\%$

0

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>	Kwania DLG total Council expenditure on allowances and emoluments for FY 2018/19 from OSR and other sources was approximately 19% of OSR collected in FY2018/19 which was below the 20% limit as stipulated in the First Schedule of the LG Act. CAP 243.	2
	Maximum 4 points on this performance measure.		Computation	
			Total expenditure on council allowances and emoluments during FY 2018/19 was UGX 27,862,000	
			Details	Amount- UGX
			Committee Meetings Allow.	21,441,000
			Facilitation to Speaker & Chairperson	6,421,000
			Total	27,862,000
			Total of OSR for FY 2018/19 was UGX 148,583,829 (Source: Page 29, draft final accounts for FY 2018/19)	
			Percentage of Council expenditure on allowances and emoluments	
			27,862,000/148,583,829*100= 18.75%	

#### Procurement and contract management

12	The LG has in place the capacity to manage the procurement function  Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<p>The LG has a position of Senior Procurement Officer that was substantively filled. The Senior Procurement Officer was Mr. Opeto David (file no. CR/D/10010) appointed on 14th June 2019 under DSC Minute no. 38/2019/25. The Procurement Officer position was not filled.</p>	0
----	--	---	--	---

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

Maximum 4 points on this performance measure.

- Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

Reports of the Evaluation Committee (EC) were submitted to the Contracts Committee during FY 2018/2019 as indicated hereunder:

1. Face-lifting the General Ward and walkway at Aduku HCIV (Proc Ref: KWANIA626/WRKS/2018-2019/00009), submitted on 27th November 2018
2. Low cost sealing of 0.65km of Aduku-Atar road stretch (Proc Ref: KWANIA626/WRKS/2018-2019/00018), submitted on 28th November 2018
3. Siting, Drilling and installation of thirteen (13) deep wells in Kwanja DLG (Proc Ref: KWANIA626/WRKS/2018-2019/00003), submitted on 28th November 2018
4. Construction of a 2 classroom Block with office at Agwa Primary School in Abongomola subcounty under SFG (Proc Ref: KWANIA626/WRKS/2018-2019/00001), submitted on 28th November 2018
5. Fencing Aduku HCIV at the District Headquarters under DDEG (Proc Ref: KWANIA626/WRKS/2018-2019/00004), submitted on 28th November 2018
5. Fencing Aduku HCIV at the District Headquarters under DDEG (Proc Ref: KWANIA626/WRKS/2018-2019/00004), submitted on 28th November 2018

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

Maximum 4 points on this performance measure.

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

The Contracts Committee (CC) considered recommendations of the Evaluation Committee (EC) as indicated below:

1. Face-lifting the General Ward and walkway at Aduku HCIV (Proc Ref: KWANIA626/WRKS/2018-2019/00009), considered by the CC on 12th December 2018, the EC recommendation in the EC report dated 21st – 23rd November 2018 was that the project be awarded to M/s Gadoffie Construction Co. Ltd at evaluated price of UGX 41,730,700/-. The CC vide minute MIN: CC/07/12/2018-2019 awarded the Contract to M/s Gadoffie Construction Co. Ltd at UGX 41,730,700/-

2. Low cost sealing of 0.65km of Aduku-Atar road stretch (Proc Ref: KWANIA626/WRKS/2018-2019/00018) considered by the CC on 12th December 2018, the EC recommendation in the EC report dated 27th November 2018 was that the project be awarded to M/s REMA (U) Ltd at evaluated price of UGX 228,995,094/-. The CC vide minute MIN: CC/07/12/2018-2019 awarded the Contract to M/s REMA (U) Ltd at UGX 228,995,094/-

3. Siting, Drilling and installation of thirteen (13) deep wells in Kwanja DLG (Proc Ref: KWANIA626/WRKS/2018-2019/00003) considered by the CC on 12th December 2018, the EC recommendation in the EC report dated 27th November 2018 was that the project be awarded to M/s Ebowa Investments Ltd at evaluated price of UGX 246,065,400/-. The CC vide minute MIN: CC/07/12/2018-2019 awarded the Contract to M/s Ebowa Investments Ltd at UGX 246,065,400/-

4. Construction of a 2 classroom Block with office at Agwa Primary School in Abongomola subcounty under SFG (Proc Ref: KWANIA626/WRKS/2018-2019/00001) considered by the CC on 12th December 2018, the EC recommendation in the EC report dated 27th November 2018 was that the project be awarded to M/s Rosa Enterprises Ltd at evaluated price of UGX 69,465,774/-. The CC vide minute MIN: CC/07/12/2018-2019 awarded the Contract to M/s Rosa Enterprises Ltd at UGX 69,465,774/-

5. Fencing Aduku HCIV at the District Headquarters under DDEG (Proc Ref: KWANIA626/WRKS/2018-2019/00004) considered by the CC on 12th December 2018, the EC recommendation in the EC report dated 27th November 2018 was that the project be awarded to M/s Robling Enterprise Ltd at evaluated price of UGX 82,109,377.30/-. The CC vide minute MIN: CC/07/12/2018-2019 awarded the Contract to M/s Robling Enterprise Ltd at UGX 82,109,377.30/-

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

Maximum 2 points on this performance measure.

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

The LG Procurement Plan for FY 2019/2020 covered all infrastructure projects in the approved work plan of FY 2019/2020 as evidenced by a copy of the consolidated annual procurement work plan for FY 2019/2020 approved by the accounting officer, dated 22nd October 2019 and submitted to the PPDA Northern Regional Office in Gulu on 28th October 2019. Some of the examples include:

i) Drilling and installation of 13 deep wells, No.2, pg. 1 of the procurement plan and pg. 96 of the approved Annual Work Plan (AWP).

ii) Rehabilitation of 12 boreholes, No. 3, pg. 1 of the procurement plan and pg. 88 of the approved AWP.

iii) Construction of a 2 classroom Block with Office at Ogwil Primary School in Nambieso subcounty, No. 6, pg. 2 of the procurement plan and pg. 59 of the approved AWP.

The LG also made consolidated procurement and disposal annual work plan for FY 2018/2019 as per submission and endorsement by the accounting officer, dated 10th June 2019 and submitted to the PPDA Regional Office in Gulu on 20th June 2019. It should be noted that this was a late submission. The work plan had projects that included:

1. Face-lifting the General Ward and walkway at Aduku HCIV (Proc Ref: KWANIA626/WRKS/2018-2019/00009), No. 9, pg. 5

2. Low cost sealing of 0.65km of Aduku-Atar road stretch (Proc Ref: KWANIA626/WRKS/2018-2019/00018), No. 1, pg. 1

3. Siting, Drilling and installation of thirteen (13) deep wells in Kwanja DLG (Proc Ref: KWANIA626/WRKS/2018-2019/00003), No. 5, pg. 1

4. Construction of a 2 classroom Block with office at Agwa Primary School in Abongomola subcounty under SFG (Proc Ref: KWANIA626/WRKS/2018-2019/00001), No. 3, pg. 12

5. Fencing Aduku HCIV at the District Headquarters under DDEG (Proc Ref: KWANIA626/WRKS/2018-2019/00004), No. 8, pg. 5

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 current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2</li> </ul>	<p>The LG had 14 projects in the consolidated work plan and all of them were initiated by the user departments and 13 had completed bid documents but had not started yet. Some of the projects included i) Drilling and Installation of 13 Deep Wells ii) Construction of a two classroom Block with Office at Ogwil Primary School in Nambieso Sub County iii) Construction of a 5 Stance lined pit latrine at Amambale Primary school in Inomo Sub County iv) Construction of a 5 Stance lined pit latrine at Acungi Primary School in Abongomola Sub county</p> <p>Therefore, For the current FY (2019/2020) the LG had prepared 93% of all investments/infrastructure by 30th August 2018</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>	<ul style="list-style-type: none"> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>In the previous FY 2018/2019 the LG had an updated contracts register. Some of the completed procurement activities included:</p> <ol style="list-style-type: none"> <li>1. Face-lifting the General Ward and walkway at Aduku HCIV (Proc Ref: KWANIA626/WRKS/2018-2019/00009)</li> <li>2. Low cost sealing of 0.65km of Aduku-Atar road stretch (Proc Ref: KWANIA626/WRKS/2018-2019/00018)</li> <li>3. Siting, Drilling and installation of thirteen (13) deep wells in Kwanja DLG (Proc Ref: KWANIA626/WRKS/2018-2019/00003)</li> </ol> <p>among others.</p>	2

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

Maximum 6 points on this performance measure.

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

The LG had adhered to procurement threshold according to the sampled files of projects that included:

1. Face-lifting the General Ward and walkway at Aduku HCIV (Proc Ref: KWANIA626/WRKS/2018-2019/00009) at a cost of UGX 41,730,700/- was by selective bidding and the firm that won the contract was No. 2 of the 3 prequalified service providers approved on 8th October 2018.
2. Low cost sealing of 0.65km of Aduku-Atar road stretch (Proc Ref: KWANIA626/WRKS/2018-2019/00018) at a cost of UGX 228,995,094/- was by open domestic bidding and was advertised in the New Vision newspaper on 18th October 2018, pg. 34.
3. Siting, Drilling and installation of thirteen (13) deep wells in Kwanja DLG (Proc Ref: KWANIA626/WRKS/2018-2019/00003) at a cost of UGX 246,065,400/- was by open domestic bidding and was advertised in the New Vision newspaper on 18th October 2018, pg 34.
4. Construction of a 2 classroom Block with office at Agwa Primary School in Abongomola subcounty under SFG (Proc Ref: KWANIA626/WRKS/2018-2019/00001) at a cost of UGX 69,465,774/- was by open domestic bidding and was advertised in the New Vision newspaper on 18th October 2018, pg 34.
5. Fencing Aduku HCIV at the District Headquarters under DDEG (Proc Ref: KWANIA626/WRKS/2018-2019/00004) at a cost of UGX 82,109,377.30/- was by open domestic bidding and was advertised in the New Vision newspaper on 18th October 2018, pg 34.

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 previous FY were appropriately certified with interim and completion certificates as shown below:</p> <ol style="list-style-type: none"> <li>1. Face-lifting the General Ward and walkway at Aduku HCIV (Proc Ref: KWANIA626/WRKS/2018-2019/00009), Completion certificate, dated 27th May 2019 and signed by the District Engineer and CAO.</li> <li>2. Low cost sealing of 0.65km of Aduku-Atar road stretch (Proc Ref: KWANIA626/WRKS/2018-2019/00018), completion certificate dated 17th June 2019 and signed by the District Engineer.</li> <li>3. Construction of a 2 classroom Block with office at Agwa Primary School in Abongomola subcounty under SFG (Proc Ref: KWANIA626/WRKS/2018-2019/00001), final completion certificate issued on 18th May 2019 and signed by the District Engineer</li> <li>4. Fencing Aduku HCIV at the District Headquarters under DDEG (Proc Ref: KWANIA626/WRKS/2018-2019/00004), final completion certificate dated 27th September 2019 and signed by the District Engineer</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>There was no evidence of site boards in all the infrastructure projects for the current FY (2019/2020) because the procurement process had just started and therefore there were no projects started for the FY2019/2020. However, the on-going project for the Construction of the Main Administration Block (Proc. Ref: KWANIA/WRKS/2018-2019/00041) from the FY2018/2019 did not have a site board</p>	2

## Financial management



The LG makes monthly and up to-date bank reconciliations

Maximum 4 points on this performance measure.

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

A review of the 5 bank reconciliation produced in manual form provided evidence that Kwania DLG produced up to-date bank reconciliations at the time of assessment.

Kwania DLG Local Council, Stanbic Bank A/c No. 9030014981690. Bank reconciliation for July 2018 was prepared and reviewed on the 6th August 2018. Cash book balance C/F was UGX 12,025 and bank balance C/F was UGX 12,025

Kwania DLG Local Council, Stanbic Bank A/c No. 9030014981690. Bank reconciliation for September 2018 was prepared and reviewed on the 1st October 2018. Cash book balance C/F was UGX 17,572,739 and bank balance C/F was UGX 17,572,639

Kwania DLG Local General Fund, Stanbic Bank A/c No. 9030014974473. Bank reconciliation for June 2019 was prepared and reviewed on the 4th July 2019. Cash book balance C/F was UGX 3,107,803 and bank balance C/F was UGX 3,107,803

Kwania DLG Road Fund Account, Stanbic Bank A/c No. 9030014974465. Bank reconciliation for September 2019 was prepared and reviewed on the 2nd October 2019. Cash book balance C/F was UGX 72,752,813 and bank balance C/F was UGX 72,752,813

Kwania DLG Health, Stanbic Bank A/c No. 9030014981615. Bank reconciliation for October 2019 was prepared on the 8th November 2019 and reviewed on the 17th November 2019. Cash book balance C/F was UGX 34,797,967 and bank balance C/F was UGX 34,797,967

<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>Review of a sample of 5 payments for works and supplies, Kwania DLG made timely payments (i.e. within 2 months) to supplier in the FY2018/19. i.e.</p> <p>Request for payment for the construction of a 2 classroom block without office at Te-Got Primary School was made by M/s Roovaco (U) Limited on the 19th February 2019. Request was forwarded with recommendation for payment by the DEO on the 4th March 2019. Payment Certificate No. 01 for UGX 60,460,762 was prepared by DE on the 25th February 2019 and signed off by the DEO on the 04th March 2019. Payment was made on the 4th March 2019 (Receipt No. 0128), 13 days after request for payment was made by the contractor.</p> <p>Request for the construction of a 5 stance drainable PIT latrine at Banya P/S in Inomo and supply of 55 three seater school desks to Tegot Primary School in Chawante Sub County was made by M/s Robling Enterprises Ltd on the 25th February 2019. Request was forwarded for action by DEO on the 1st April 2019. Payment Certificate No 1 for UGX 27,501,877 was prepared on the 29th March 2019 and signed off by the DEO on the 1st April 2019. Payment was made on the 3rd April 2019 (Receipt No. 025), 37 days after request for payment was made by the contractor.</p> <p>Request for payment for the face lift of the General Ward and renovation of walkway at Aduku Health Centre IV was made by M/s Gadofie Construction Co. Limited on the 25th February 2019. Request was forwarded by Principal Health Inspector for approval on the 27th March 2019. Payment certificate No 01 for UGX 23,291,938 was prepared by DE on the 25th March 2019 and signed off by the DHO on the 25th March 2019. Application for RTGS was received for payment by Stanbic Bank on the 9th April 2019 (Voucher No. 0572), 43 days after request for payment was made by the contractor.</p> <p>Request for payment for the siting, drilling, casting and installation of 13 deep boreholes was made by M/s Ebowa Investments Limited on the 27th March 2019 and recommended for payment by DWO on the 2nd April 2019. Payment Certificate No. 01 for UGX 81,784,141 was prepared by 2nd April 2019. Payment was made on the 3rd April 2019 (receipt No 0203), 4 days after request for payment was made by the contractor.</p> <p>Request for payment for the rehabilitation of 13 deep wells/boreholes was made by M/s Lokosi Investments Ltd on the 12th June 2019. Request was forwarded for approval by WO on the 12th June 2019. Payment Certificate No. 1 for UGX 53,261,288 was prepared by DWO on the 13th June 2019. Payment was made on the 17th June 2019 (Receipt No. 0051), 5 days after request for payment was made by the contractor.</p>
---	---	---

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>Kwania DLG did not at least have a substantive Senior Internal Auditor.</p> <p>Ms. Among Gladys, a Senior Assistant Accountant was on the 18th October 2019 assigned duty by CAO as Internal Auditor for a period of 6 months.</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>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The Ag. Internal Auditor for Kwania DLG produced 4 internal audit reports for FY2018/19 as set out in section 90 of LG Act CAP 243 as amended and section 48 of PFMA 2015. i.e.</p> <p>Q1: AUD/251/2 RE: Quarterly Audit Report for First Quarter 2018/2019 FY. This report was prepared on the 31st October 2018</p> <p>Q2: AUD/251/2 RE: Quarterly Audit Report for Second Quarter 2018/2019 FY. This report was produced on the 30th January 2019.</p> <p>Q3: AUD/251/2 RE: Quarterly Audit Report for Third Quarter 2018/2019 FY. This report was produced on the 31st May 2019</p> <p>Q4: AUD/251/2 RE: Quarterly Audit Report for Fourth Quarter 2018/2019 FY. This report was produced on the 31st July 2019</p> <p>All reports were addressed to the Chairperson Kwania District Local Council and copied to</p> <ul style="list-style-type: none"> <li>• PS MoLG- Kampala</li> <li>• Auditor General's Office- Gulu</li> <li>• Internal Auditor General- Kampala</li> <li>• RDC- Kwania</li> <li>• Chairperson Standing Committee of Finance &amp; Planning- Kwania DLC</li> <li>• Public Accounts Committee- Kwania</li> <li>• CAO- Kwania</li> <li>• CFO- Kwania</li> </ul>	2
18	<p>The LG executes the Internal Audit function in accordance with</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</p>	<p>During assessment, there was evidence that CAO made follow ups on the issues in the internal audit reports arising from only non-accountability of funds (i.e. reminders to heads of departments to account for funds advanced to</p>	0

the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.

them) but did not provide status of implementation of all the findings for the 4 quarters FY2018/19. However, the Ag. Internal Auditor in her quarterly internal audit reports (i.e. review of previous recommendations) provided the status of implementation of some findings in 3 out of the 4 internal audit reports for FY 2018/19.

#### Internal Audit Report Issues in FY2018/19

##### Q1

- Health Department
  - o Accountability of funds disbursed to lower health units. Only UGX 1,411,783 out of UGX 24,769,930 advances disbursed was accounted for
- Health Centres
  - o Issue of drugs in Abongomola HC III without proper authorisation from the stores to various departments
  - o Improperly stored expired drugs in Abongomola HC III
  - o Apire HCIII had no facility code
  - o Some drugs were supplied in Apire HCIII when their expiry dates were due
  - o Apwori HCIII- some drugs were found missing without any documentation. Physical Stock count not done on regular basis.
  - o Inomo HCIII- inadequate space to keep expired drugs
  - o PHC Account- lack of payment vouchers
  - o Aduku HC IV- GRNs and Store Issue Vouchers not used for stock in stores
- Non Accountability of Funds by staff at the District
  - o UGX 8,785,000 advanced to various employees not accounted for.
  - o UGX 15,478,012 advanced to staff at Sub Counties not accounted for
- Books of Accounts
  - o Inomo Sub County did not have Vote Book
- USE Funds- Inomo SSS
  - o Funding Gap- School only received UGX 5,873,000 out of UGX 24,600,000
  - o Accountability for UGX 2,983,750 still pending from employees of the school

##### Q2

- Health Department

- o Lower Health Unit Accounts not preparing financial statement

- Non accountability of funds by District headquarters- UGX 12,885,500 advances to staff did not have accountabilities

- Sub Counties

- o Non accountability for UGX 8,675,500

- Staff seconded to Kwania District are working without proper appointments

- Community Based Services

- o Poor recovery of Youth Livelihood Program Funds from Youth Groups

- Renovation at the District Head Quarters

- o Contractor had no capacity to complete renovation on time

### Q3

- District Headquarters

- o Non Accountability of funds by District Headquarters- UGX 40,988,200

- o Maintenance plan for District Assets not in place

- Sub Counties

- o No books of accounts at Abongomola and Inomo Sub Counties

- o UGX 88,770,300 not accounted for

- Schools

- o Some secondary schools did not submit their books for audit

- o UGX 10,574,000 advanced to various employees in schools not accounted for

- o Laxity on the part of implementers in Primary Schools not following accounting regulations and guidelines on accountabilities.

### Q4

- District Headquarters

- o Payables of UGX 350,635,883 outstanding

- o UGX 2,700,498,289 unspent funds returned to Treasury

- o Motor vehicles donated by Apac DLG did not have log books

- o District did not have proper documentation of land ownership and buildings

- o Only UGX 148,583,829 out of UGX 402,000,000

local revenue was realised in FY 2018/19.

- o Payroll Management for both active (Salary) and inactive (Pension)- Employees missing salaries because of wrong TIN and account information

- Non Accountabilities of Funds

- o UGX 86,882,000 not accounted for by employees at Sub Counties

- Road Fund

- o Cuk Olok- Amido Community Access Road to be opened was not done properly

- o UGX 11,170,000 used on road in Inomo Sub County without BOQ

- Secondary Schools

- o Laxity on part of implementers i.e. not following accounting regulations and guidelines on accountabilities

- Primary school

- o Delay in submission of books for audit for St. Margret and Ikweru Negri Primary School

- o Some teachers do not produce accountability for funds advanced to them

Follow ups made by CAO reminding Heads of Department to account for funds advanced to them

- Letter dated 30th November 2018. RE: Non-Accountability of Funds for First Quarter 2018/2019 advanced to Staff

- Letter dated 7th February 2019. RE: Non-Accountability of Funds for Second Quarter 2018/2019 advanced to Staff

- Letter dated 31st May 2019. RE: Non-Accountability of Funds for Third Quarter 2018/2019 advanced to Staff

- Letter dated 27th August 2019. RE: Non-Accountability of Funds for Fourth Quarter 2018/2019 advanced to Staff

18

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.

Kwania DLG did not have LG PAC in the FY 2018/19. Therefore no internal audit reports for FY 2018/19 was discussed.

Review of Standing Committee Reports and Recommendations (11th November- 12th November 2019) Min:7/10/2019 revealed recommendation by the Finance, Planning and Administration that the services of LG PAC for Apac DLG be engaged to handle internal audit reports for Kwania District.

0

19	The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.	<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>	Kwania DLG had an Asset Register, however it was not in the format recommended in page 167-168 of the LGFA Manual 2007.	0
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>	The audit opinion for Kwania DLG for the FY ended 30th June 2019 communicated by the Auditor General was unqualified.	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>Kwania DLG Council met and discussed service delivery related issues. This was evidenced by the minutes of the District Council meetings held on 6th September, 2018, 8th October, 2018, 20th December, 2018, 22nd March, 2019, 13th May, 2019 and 31st May, 2019.</p> <p>In the Council meetings of 6th September, 2018 under MIN. 5/09/2018, 8th October, 2018 under MIN.6/10/2018 and 20th December, 2018 under MIN. 06/12/2018 there was a discussion on service delivery issues in the reports of the two Standing Committees of Finance, Planning and Administration/ Works, Technical Services and Gender and Community services, and Production, Marketing, Natural Resources, Health and Education.</p> <p>In Council meeting of 20th October, 2018 under MIN. 4/10/2018 there was a discussion and deliberation on the DEC report about the construction of a seed secondary school at Aduku, formation of a district road committee to monitor roads works in Nambieso, Inomo and Chawente sub counties, the performance of the district contracts committee and consideration of a list of vacant positions in the district,</p> <p>In the Council meeting of 22nd March, 2019 under MIN. 4/03/2019 there was presentation and laying of draft district budget for FY 2019/20. In the Council meeting of 31st May, 2019 under MIN. 05/05/2019, the district budget, annual work plan, consolidated annual procurement plan, revenue enhancement plan and capacity building plan were discussed and approved by Council.</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>Mr. Akwang Nicholas, the Principal Assistant Secretary was in a letter from the CAO dated 26th September, 2018, assigned additional duties of District focal person of coordinating response to feedback (grievance and complaints) from the citizens.</p>	1
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 a system for recording, investigating and responding to grievances, among which included complaints/suggestion box which had been displayed at the administration offices,</p> <p>The District put in place a mechanism where the complaints are recorded by the Principal Assistant Secretary and then tabled before the 5 member sanctions/rewards committee comprised of the Principal Human Resource Officer, District Health Officer, District Education Officer, Principal Assistant Secretary and the Senior Assistant Secretary of Nambieso sub county who represents the LLG's.</p> <p>The political grievances were recorded through the office of the Chairman and the Speaker and were discussed in DEC and the two standing committees.</p>	1
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>Kwania DLG payroll and pensioner schedule for FY 2018/19 and that of FY 2019/20 as well as payroll for October, 2019 were pinned on public notice board of the Administration block and were also easily accessible in HR department</p>	2



The LG shares information with citizens (Transparency)

Total maximum 4 points on this Performance Measure

- Evidence that the procurement plan and awarded contracts and amounts are published: score 1.

The Procurement and Disposal Plan 2018/2019 and that of 2019/20 were published on the public notice board of the Administration block and copies were also kept on the contracts file. Awarded contracts of FY 2018/19 and 2019/20 were also published on the public notice board,

Example of the awarded contracts with the following particulars were displayed on the public notice board;

- PROCUREMENT REF NO. KWANIA 626 /SUPLS/ 2018-9/00007;PROCUREMENT OF A DOUBLE CABIN PICKUP FOR ADMINISTRATION: CONTRACTOR: TOYOTA UGANDA LTD; COST: 169,977,076/=

- PROCUREMENT REF NO: KWANIA 626 / WRKS/ 2018-19/ 00004; FENCING ADUKU HEALTH CENTRE IV AT THE DISTRICT HEADQUARTERS; CONTRACTOR: ROBLING ENTERPRISE LTD; COST: 82,109,377.3/=

PROCUREMENT REF NO: KWANIA/WRKS/ 2018-19/ 00001; CONSTRUCTION OF A 2 CLASSROOM BLOCK WITH OFFICE AT AGWA P/S IN ABONGOMOLA SUB COUNTY; CONTRACTOR: ROSA ENTERPRISE LTD ; COST: 69,465,774/=

The LG shares information with citizens (Transparency)

Total maximum 4 points on this Performance Measure

- 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.

Kwania DLG started operating as a District in the FY 2018/19. It was not assessed during FY 2017/18.

The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens

- Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1

The District held regular TPC meetings which were attended by sub county chiefs, sub accountants and community development officers. During TPC meetings the District did explain the guidelines, circulars and policies from the Centre to LLGs and institutions, There was evidence of posted circulars and guidelines to the 2 whatsapp groups namely; KWANIA DIST TECH TEAM and KWANIA DIST GENERAL

Maximum 2 points on this performance measure

Records from the CAO, District Planner, Central Registry and the KWANIA DIST GENERAL whatsapp group for all staff and political leaders had the following disseminated;

- Guidelines on the Procurement Process from PPDA on 18th September, 2018
- Quarter one Accountability Report on PBS – 26th September, 2018
- Planning Call Circular from NPA – 4th October, 2018
- NUSAF III 6th October, 2018
- Local Government Audit Strategy from Auditor Genral - 19th March, 2019
- Compliance of Local Governments with Gender and Equity Requitements from Equal Opportunities Commission – 8th June, 2019
- Development Planning Guidelines (District and Sub County 2018/19)
- Youth Livelihood Program Guidelines from Gender Ministry – 7th November, 2018
- Operation Wealth Guidelines- 11th August, 2018
- First Budget Call Circular on preparation of BFP's and preliminary budget estimates for FY 2019/20

The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens

- 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.

Kwania DLG during the previous FY 2108/2019 conducted radio talk shows on the Sanitation Week of 15th – 21st March, 2019 which were carried out by the water department. The district also held talk shows to discuss and inform the public about the council resolution of 5th October, 2018 prohibiting charcoal production and suspension of issuance of charcoal movement permits by sub county administrators. This was evidenced by the payment for talk shows and announcements to RADIO DIVINE (90.6 FM) and talk show schedule at RADIO DIVINE radio station.

Maximum 2 points on this performance measure

The District also has free airtime talk shows on RADIO DIVINE FM which are attended by heads of departments, political leaders and office of the RDC to discuss service delivery issues with the citizens.

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

Maximum 4 points on this performance measure.

- Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.

The LG Gender Focal Person (GFP) Mr. Agum Ogwang Leonard, who also served as the Community Development Officer (CDO) had supported various sector departments in mainstreaming gender into their activities as contained in the report dated 27th of June - 4th July, 2019. In this report it is stated that participants from the District Headquarters and Lower Local Governments (LLGs) were oriented on a) Gender and Equity planning and budgeting; b) and the institutional framework on the implementation of Gender and Equity planning and budgeting in Uganda

In another report dated 23rd March 2019, a workshop was held to discuss and create awareness on sexual and gender based sexual violence. Key issues discussed included physical, sexual and psychological violence that occurs in families and communities including battering, sexual abuse of women, children, dowry related violence, marital rape, female genital mutilation and other traditional practices harmful to women, violence related to exploitation, sexual harassment and intimidation at work, in educational institutions etc.

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 Gender Focal Person (GFP) had planned activities for the current FY (2019/2020) to strengthen women roles as evidenced by the approved work plan, pgs. 108 – 120. Some of the key activities include i) Awareness raising and gender responsive planning and budgeting, ii) Gender disaggregated

data collection and mainstreaming in all

sectors, iii) Supporting women councils' meetings iv) Conducting District Disability Council meetings on a quarterly basis v) Supporting youth councils both at district and sub county

levels.

In the previous financial year (i.e. FY2018/2019), the LG had planned for UGX2,000,000/- for the sexual and gender-based violence awareness raising that was conducted on 28th February 2019. Key issues discussed included types of violence, causes of gender-based violence, commonly reported gender-based violence cases, effects of gender-based violence, responding to survivors of violence and prevention of sexual and gender-based violence. A payment voucher no. 03/02/2019 dated 20th February 2019 worth UGX2,000,000/- was issued to facilitate the workshop.

This represented a 100% utilisation of budget; way above the minimum requirement of 90%.

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 screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1</li> </ul>	<p>The LG Acting Environment Officer, Ms. Mugala Esther, screened projects in the water sector only. Project sites screened included i) Ageninono village, Agwiciri Parish in Inomo subcounty, ii) Olaopali village, Abany Parish in Abongonola subcounty iii) Atuna landing site village in Acaba Parish, Nanbweso subcounty iv) Akwon village in Ongoceng Parish in Aduku subcounty. These were screened between 15th May 2019 and 28th June 2019. It was noted that screening forms did not include Environment and Social management Plans (ESMPs).</p> <p>Projects in Health and Education such as i) Face-lifting the General Ward and walkway at Aduku HCIV and ii) Construction of a 2 classroom Block with office at Agwa Primary School in Abongomola subcounty under SFG were not screened.</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 LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>The LG did not integrate environmental and social management and health and safety plans in the contract bid documents for the FY 2018/2019 but will integrate Environment, Social, Health and Safety (ESHS) aspects in the current FY2019/2020 after acquiring the revised bidding documents with advice from the PPDA.</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>There was no evidence to show that land donation consent forms were ever used especially during the construction of boreholes. The land donation consent forms for the boreholes are reportedly at the subcounty but this could not be verified. Health and Education facilities land titles are also reportedly not available with the District.</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>Environmental and Social screening mitigation forms available were those for water sector only. These included forms for borehole sites located in i) Agenono village, dated 25th June 2019 ii) Olanipali village dated 21st June 2019 iii) Akwon village dated 24th June 2019 iv) Atuma landing site village dated 28th June 2019.</p> <p>Completed projects in Health and Education did not have the Environment and Social Mitigation forms.</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>The Environmental Officer and CDO were never involved in the clearance of projects for payment.</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>The LG Environment Officer and the CDO, alongside other District officials carried out monitoring of the projects in the water sector only in a monitoring report dated 8th July 2019. Sites visited were located in the Parishes of Ajok, Agwiciri, Inomo, Abwong, Akali and Amorigoga. Key issues identified included lack of soak pits on some facilities, land donation forms had not been signed and some recently rehabilitated boreholes had already broken down. Pictures were also included in the report and corrective measures suggested.</p>	1

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>	<ul style="list-style-type: none"> <li>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	<p>The Approved Performance Contract generated on 23/07/2019 03:45 had a wage bill of UGX 6,210,753,638 for 581 primary teachers in position and a staff structure for 869 teachers. The total budget covered 57 Head teachers and 812 regular teachers for 57 primary schools.</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>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>The Approved Performance Contract generated on 23/07/2019 03:45 was evidence that the LG had a staff list and budget for 57 government aided schools. Among the four (4) sampled primary schools; Aduku had 25 teachers including a H/T. Ikwere had a H/Teacher and 27 teachers and Ikwere Negri had 21 teachers including a H/T, Inomo had 23 teachers</p>	4
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>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• According to the wage IPFs for FY 2019/20 there were 869 positions of primary school teachers occupied against a staff ceiling of 1106 positions with a wage bill provision for FY 2019/20 equivalent UGX 6,210,753,638</li> <li>• Wage analysis for FY 2019/20 had an anticipated average requirement of UGX 4,247,039,428 giving a surplus of UGX 1,963,714,214</li> <li>• Therefore, 68 % of the structure for primary school teachers with a wage bill provision for the current FY was filled</li> </ul>	3

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>	<ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>There was no evidence. For instance there were appointment letters to support the filling of positions</p>	0
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> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>There was evidence that the department had submitted a recruitment plan for 2019/2020 dated 26th June 2019. It contained the following posts;</p> <ul style="list-style-type: none"> <li>• 01 Post of District Education Officer</li> <li>• 01 Post Senior Inspector of Schools</li> <li>• 01 Post of Inspector of Schools</li> <li>• 16 Posts for head teachers</li> <li>• 05 Deputy head teachers</li> <li>• 06 Senior Education Assistants</li> <li>• 306 Education Assistants</li> </ul>	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> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>There was evidence that the department had submitted a recruitment plan to fill the two positions of Inspectors of school; Senior Inspector and Inspector of Schools, respectively.</p>	2

## Monitoring and Inspection

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul>	<p>There was no evidence of appraisal of the Inspector of Schools</p>	0
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers <ul style="list-style-type: none"> <li>o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul> </li> </ul>	<p>Kwania LG started operations on 1st July, 2018. All headteachers in the 57 primary schools were thus not appraised for calendar year 2018</p>	3
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>There was no evidence that the department had communicated ALL guidelines, policies and circulars at the district nor was it seen in the four schools visited ie; Ikwere, Ikwere Negri, Aduku and Inomo</p>	0



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>There was no evidence that the department had held meetings with H/Ts to explain and sensitize them on the; guidelines, policies and circulars issued by the national level for FY 2018/19.</p>	0
7	<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <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>School inspection was conducted in two quarters as follows;</p> <ul style="list-style-type: none"> <li>• Term 11 2018 forty five (45) Of 50 schools 79%</li> <li>• Term 111 2018, fifty seven schools (57) schools 100%</li> </ul> <p>The average for the three terms was 60%</p> <p>In the four schools sampled, school inspection was conducted in; Ikwere on 23rd October 2019, while in Aduku it was done on 2nd October 2019, in Ikwere Negri, no record was available and Inomo.it was conducted on 4th April 2019 and 12th August 2018 respectively.</p>	3
8	<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	<p>There was evidence that the department discussed the inspection reports from the minutes meetings that sat on 31st August 2018 vide Min 3/8/2018 and 24th June 2019, vide Min 3/6/2019 respectively.</p>	4

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>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	<p>There was no evidence to this effect, since there was no acknowledgment by DES Gulu or Kampala.</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>	<ul style="list-style-type: none"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>There was evidence that inspection recommendations were followed for instance;</p> <p>Some of the recommendations made during meeting that was held on 24th June 2018 under Min 45/6/19 were;</p> <ul style="list-style-type: none"> <li>• Schools with blown off roofs ie Chawente, Akot, Punuatar and Apwori be submitted to MoEs for emergency help.</li> <li>• Head teachers to avail names of deviant teachers to DEO for disciplinary action</li> </ul> <p>Those made during the meeting that was held on 31st August 2018 were;</p> <ul style="list-style-type: none"> <li>• Construction of classroom blocks at; Ogwil and Akwon should be done in FY 2019/20</li> <li>• List of drunken teachers be submitted by head teachers to DEO for disciplinary action</li> </ul>	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>There was evidence that the LG submitted accurate/consistent EMIS data for 57 schools on, Email vide; Kwanja District Enrollment Vote 626 Fri. Dec. 2018 at 4.31 pm To : &lt;educationipfs@gmail.com&gt; from Omunu Andrew omunu80@gmail.com This data was consistent with that loaded on PBS as per the Approved Performance Contract Annexes generated on 23/7/2019 09:45 with 57 schools.</p>	5

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</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 data/enrolment retrieved from MoES (58,619) pupils and also that loaded on PBS as per the Approved Performance Contract Annex generated on 23/7/2019 03:45 were collaborative with a total population of 58,619 pupils</p>
<p>Maximum 10 for this performance measure</p>		

## Governance, oversight, transparency and accountability

10

2

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</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>Kwania DLG Production, Marketing, Natural Resources, Health and Education Standing Committee which is responsible for Education met and discussed service delivery issues including inspection and supervision reports.</p> <p>This was evidenced by minutes of the Production, Marketing, Natural Resources, Health and Education Standing Committee meetings held on 20th -21st September, 2018 under MIN. 5/9/2018, 10th – 11th December, 2018 under MIN. 06/12/2018, 11th – 12th March, 2019 under MIN. 6/3/2019 and of 23rd – 24th April, 2019 under MIN.5/4/2019 discussing reports of the Education sector.</p> <p>In the Production, Marketing, Natural Resources, Health and Education Standing Committee meeting held on 20th - 21st September, 2018 under MIN. 5/12/2018, the report on Education Sector discussed the dire staffing gaps at Tegot P/S and Atule P/S, low levels of monitoring of schools- only 13 out of 57 had been monitored, need to carry out community mobilization and policy dissemination, UPE grants allocation for FY 2018/19, disciplinary cases for teachers at Amwang P/S, Ayat P/S and Aderolongo P/S which were later referred to the rewards and sanction committee, the proposed site and construction of a Seed Secondary School at Aduku and the capacity building program for the School Management Committees in the District.</p> <p>The above Education Sector committee deliberations were presented to full Council Meeting of 8th October, 2018 which deliberated and approved issues of the Production, Marketing, Natural Resources, Health and Education Standing Committee under MIN.5/0/92018</p>
<p>Maximum 4 for this performance measure</p>		

10	<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>The Education Sector committee presented issues that require approval to Council.</p> <p>This was confirmed by the Production, Marketing, Natural Resources, Health and Education Standing Committee meeting deliberations which were presented to full Council consideration and approval at meetings held on 6th September, 2018, 8th October, 2018, 20th December, 2018, 22nd March, 2019, 13th May, 2019 and 31st May, 2019 in the District Council Hall.</p> <p>In the full Council Meeting of 6th September, 2018 under MIN. 5/09/2018, 8th October, 2018 under MIN.6/10/2018 and 20th December, 2018 under MIN. 06/12/2018 there was a discussion and approval of deliberations from the report of the Standing Committee on Production, Marketing, Natural Resources, Health and Education.</p> <p>In the full Council meeting of 31st May, 2019 under MIN. 05/05/2019, the Council deliberated and approved the Education Sector budget allocation of UGX 9,390,125,000/= and work plan for FY 2019/20.</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 (estab- lished, 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>The DEO did not have any file for SMC in the office. In the four (4) sampled schools ie, Aduku, Ikwere, Ikwere Negri and Inomo, though, they had valid SMC's that were meant to expire in 2020. UPE capitation grant was discussed, for example at Aduku on 8th October 2018 at Amical a budget of UGX 2,800,000 for 3rd Term 2018, was discussed and approved by the SMC on 28th November 2018 under Min 06/ 2018</p>	0
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 of display of UPE at the DEO's notice board for 3rd Term 2019. The four (4) schools visited had also displayed UPE capitation grant for all the terms in FY 2018/19 and FY 2019/20. For example at; Aduku UGX 2,650,000 for 2nd Term 2018 was displayed. At Ikwere there was no display at Inomo Display for May 2018 UGX 3,273,578; February 2019 UGX 4,600,000 and September 2019, UGX 6,600,000 respectively</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, 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>	<p>• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</p> <p>The LG Education Department procurement plan was submitted on 27th July 2018 way beyond the deadline. It included projects such as i) Construction of 2 classroom Block at Agwa Primary School ii) Construction of a 2 classroom Block at Tegot Primary School iii) Construction of a 5 stance VIP latrine at Banya Primary School. However, it should be appreciated that the district came into existence in July 2018, much later after the deadline of April 30 and there is no way they would have submitted the departmental procurement plans in time.</p>	4
----	--	---	---

### 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>Review of 3 payments made to suppliers for works and supplies for the sector revealed that requests for payment from suppliers were certified and payments recommended on time. i.e.</p> <p>Request for payment for the construction of a 2 classroom block without office at Te-Got Primary School was made by M/s Roovaco (U) Limited on the 19th February 2019. Request was forwarded with recommendation for payment by the DEO on the 4th March 2019, 13 days after request for payment was made by the contractor. Payment Certificate No. 01 for UGX 60,460,762 was prepared by DE on the 25th February 2019 and signed off by the DEO on the 04th March 2019, 7 days after it was prepared by the DE.</p> <p>Request for the construction of a 5 stance drainable PIT latrine at Banya P/S in Inomo and supply of 55 three seater school desks to Tegot Primary School in Chawante Sub County was made by M/s Robling Enterprises Ltd on the 25th February 2019. Request was forwarded for action by DEO on the 1st April 2019, 35 days after request for payment was made by the contractor. Payment Certificate No 1 for UGX 27,501,877 was prepared on the 29th March 2019 and signed off by the DEO on the 1st April 2019, 3 days after it was prepared.</p> <p>Request for payment for construction of Agwa Primary Two Classroom Blocks with Office was made by M/s Rosa Enterprises Limited on the 15th April 2019. Request was forwarded for consideration by the DE on the 13th May 2019, 28 days after the request was made by the contractor. Payment Certificate No 01 for UGX 58,157,146 was prepared by DE on the 19th May 2019 and signed off by DEO on the 22nd May 2019, 3 days after it was prepared by the DE.</p>	3
----	---	---	---

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

Maximum 4 for this performance measure

- 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

The Education department submitted the four Quarterly Reports for FY 2018/2019 to District Planner as indicated below:

- o Quarter One Report was submitted on 25th October 2018
- o Quarter Two Report was submitted on 20th January 2019
- o Quarter Three Report was submitted on 20th May 2019
- o Quarter Four Report was submitted on 6th August 2019

The Education department submitted all the four quarterly reports but the fourth quarter was submitted on 6th August 2019 a date which was beyond the deadline of 15th July 2019 as required by the PFMA Act, 2015.

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

During the FY2018/19, the sector had several issues arising from the 4 quarterly internal audit. However, there was no evidence that the sector provided information to the internal audit on the status of implementation of all audit finding in FY 2018/19.

Internal Audit Report Issues in FY2018/19

Q1

• Non Accountability of Funds by staff at the District

o UGX 8,785,000 advanced to various employees not accounted for. (Education was UGX 7,429,000)

• USE Funds- Inomo SSS

o Funding Gap- School only received UGX 5,873,000 out of UGX 24,600,000

o Accountability for UGX 2,983,750 still pending from employees of the school

Q3

• Schools

o Some secondary schools did not submit their books for audit

o UGX 10,574,000 advanced to various employees in schools not accounted for

o Laxity on the part of implementers in Primary Schools not following accounting regulations and guidelines on accountabilities.

Q4

• Secondary Schools

o Laxity on part of implementers i.e. not following accounting regulations and guidelines on accountabilities

• Primary school

o Delay in submission of books for audit for St. Margret and Ikwera Negri Primary School

o Some teachers do not produce accountability for funds advanced to them

## 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 no evidence that the gender focal person disseminated guidelines, since there were no minutes to prove this, nor was there a copy of the guidelines at the DEO's office or even the four sampled 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 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>No evidence was produced to this effect, For example the there was no copy of the guidelines or document to prove that the guidelines were, explained on a particular date and place respectively.</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 of SMC's meeting the guideline on gender composition of a minimum of two women out of 13 members, at the four schools sampled, as follows: Aduku had four (2), Ikweri three (3) , Ikweri Negri four (4) and Inomo four (4) women, respectively.</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>• 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 department in collaboration with Environment department had issued guidelines on environmental management, since the guidelines were not availed to the assessor nor proof that the activity had taken place at both the district or in the sampled schools.</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: Score 1</li> </ul>	<p>There was no evidence to prove that school infrastructure projects had been screened before approval using the checklist for screening of projects in the budget guidelines.</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>• The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1</li> </ul>	<p>There was no evidence availed to the assessor in form of reports or any other documentation to prove that the CDO visited the sites, to check whether mitigation plans were complied with.</p>	0

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>According to the performance contract 2019/2020 (23/07/2019 09:45), the wage IPFs for primary health workers for the FY 2019/2020 was 2,863,325,037/=.</p> <p>First quarter wage performance report for the current year submitted indicated an average wage requirement of 1,784,045,436/= for the year 2019/2020 resulting in a surplus of 1,079,279,601/=. This indicated that 62% of the structure for primary health workers with a wage bill provision from PHC wage for the current FY had been filled. In addition there was evidence of effort to recruit in form of a letter to the Ministry of public service, copied to and received by ministry of local government on the 14th November 2019 requesting guidance on how to proceed with the recruitment of staff earlier halted by the interim order of injunction on 13th of June 2019.</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/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was a recruitment plan in the signed performance contract 2019/20 generated on (23/07/2019 09:45), that covered the vacant positions of primary health care worker.</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

Kwania LG had 11 health facilities at the time of assessment. A review of personal staff files revealed that all health facility In-charges were appraised for FY 2018/19. For instance;

- The in-charge of Aduku HC IV- Ojok Peter Boli, was appraised on 27th June 2019.
- Abongomola HC III in-charge was appraised by Dr Ebong Moses on 5th July 2019.
- Apwoni HC III in-charge is Ayer Patrick. He was appraised by CAO on 15th Feb 2019.
- Inamo HC III in-charge- Ebi Isaac, was appraised on 10th July 2019 by Dr. Ebong Moses;
- Apire HC III in-charge- Akome Denis, was appraised on 22nd July 2019.
- Nambieso HC III – in-charge, was appraised by Akome Denis on 8th July 2019.
- Chawente HC III – in-charge was appraised by Dr Ebong Moses on 1st June 2019.
- Acwao HC II – in-charge was appraised by Akome Denis on 7th July 2019.
- Abwong HC II – in-charge was appraised by Ebong Moses on 25th July 2019.
- Abei HC II – in-charge was appraised by Opio Nelson Daniel on 26th June 2019.
- Akali HC II – in-charge, Auma Sarah was appraised by Dr Ebong Moses on 25th June 2019.

Therefore, appraisal of in-charges of health facilities in Kwania was at 100%

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

Review of the list submitted with the budget in the performance contract for 2019/20 (Generated on 23/07/2019 09:45) indicated that there were at;

Aduku HCIV had 6 enrolled midwives & 8 enrolled nurses. Overall, there were 50 health workers at the facility. This was consistent with the deployment list obtained from the DHO.

Abongomola HCIII had 3 enrolled midwives & 2 enrolled nurses. Overall, there were 15 health workers at the facility. This was consistent with the deployment list obtained from the DHO

Apire HCII had 3 enrolled midwife & 3 enrolled nurse. Overall there were 13 PHC workers at the facility This was consistent with the deployment list obtained from the DHO.

5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	<p>No evidence was provided at Aduku HCIV, Inomo HCIII, Abongomola HCIII &amp; Abwong HCII to indicate that they had received from the DHO a copy of the Sector Grant and Budget Guidelines to Local Governments FY 2019/20 as a prioritised guideline by MoH.</p> <p>No evidence in the form of minutes of meetings or submission letters or email to health unit in-chargers was provided in which the DHO communicated the "Sector Grant and Budget Guidelines to Local Governments FY 2019/20" as a prioritised guideline by MoH.</p>	0
5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<p>No evidence of meetings with health facility in-charges was provided to indicate that the DHO had explained the Sector Grant and Budget Guidelines to Local Governments FY 2019/20 to health facility in-charges.</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 supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>No evidence was provided to indicate that Aduku HCIV had been supervised by the DHT at least once in a quarter during FY 2018/2019.</p> <p>There was no collaboration between the supervision log book at Aduku HCIV and the integrated support supervision reports provided by the DHT for FY 2018/2019. The supervision log book had no log for integrated support supervision by the DHT for FY 2018/2019. Hence the assessment team could not authenticate the 3 reports that were provided and dated as follows: 23rd January 2019, 27th March 2019 &amp; 20th June 2019.</p>	0

The LG Health Department has effectively provided support supervision to district health services

Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:

The Kwania HSD (Aduku HCIV) did not provide evidence to indicate that the HSD had supervised all 14 lower level health facilities at least once in a quarter during FY 2018/2019. For instance, the HSD did not provide to the assessment team any of the 4-mandatory quarterly Integrated support supervision reports for FY 2018/2019. This was corroborated by evidence in supervision log books at Inomo HCIII, Abongomola HCIII, Akali HCII & Abwong HCII that indicated that no integrated support supervision had been provided by the HSD for FY 2018/2019.

Maximum 6 points for this performance measure

- If 100% supervised: score 3
- 80 - 99% of the health facilities: score 2
- 60% - 79% of the health facilities: score 1
- Less than 60% of the health facilities: score 0

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

- 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

DHT (including the HSD) did not avail the all the mandatory quarterly integrated support supervision reports for FY 2018/2019, hence there were no reports in each quarter to be discussed and used to make recommendations.

Maximum 10 points for this performance measure

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 to indicate that recommendations had been followed up with specific activities (in each quarter).</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>All 15 health facilities receiving PHC funding listed in the performance contract for 2019/20 (Generated on 23/07/2019 09:45) were consistent with the list of health facilities submitting HMIS reports as indicated in the report for HMIS 105 reporting rate for July to September 2019.</p>	10

## Governance, oversight, transparency and accountability

The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

- 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

Kwania DLG Production, Marketing, Natural Resources, Health and Education Standing Committee which is responsible for Health met and discussed service delivery issues including inspection and supervision reports.

This was evidenced by minutes of the Production, Marketing, Natural Resources, Health and Education Standing Committee meetings held on 20th -21st September, 2018 under MIN. 5/9/2018, 10th – 11th December, 2018 under MIN. 06/12/2018, 11th – 12th March, 2019 under MIN. 6/3/2019 and of 23rd – 24th April, 2019 under MIN.5/4/2019 discussing reports of the Health sector.

In the Production, Marketing, Natural Resources, Health and Education Standing Committee meeting held on 20th - 21st September, 2018 under MIN. 5/12/2018, the report on Health Sector discussed the general state of health services in the 15 health facilities (1 HC IV, 7 HC III's and 7 HC II's), the non-coding of Apire HC III and Aninolal HC II to the NMS leading to the facilities not accessing PHC funds, the activities of development partners – Uganda Red Cross Society, Plan International, UNICEF, Marie Stopes and RHITES North Lango (USAID) in the provision of health services, results based financing in health care, integrated support supervision at Chawente and Nambieso, lack of stores for medicines and vaccines at health centres and the expansion of the children ward space for Aduku HC IV.

The above Health Sector committee deliberations were presented to full Council Meeting of 8th October, 2018 which deliberated and approved issues of the Production, Marketing, Natural Resources, Health and Education Standing Committee under MIN.5/0/92018.

The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

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

The Health Sector committee presented issues that require approval to Council.

This was confirmed by the Production, Marketing, Natural Resources, Health and Education Standing Committee meeting deliberations which were presented to full Council consideration and approval at meetings held on 6th September, 2018, 8th October, 2018, 20th December, 2018, 22nd March, 2019, 13th May, 2019 and 31st May, 2019 in the District Council Hall.

In the full Council Meeting of 6th September, 2018 under MIN. 5/09/2018, 8th October, 2018 under MIN.6/10/2018 and 20th December, 2018 under MIN. 06/12/2018 there was a discussion and approval of deliberations from the report of the Standing Committee on Production, Marketing, Natural Resources, Health and Education.

In the full Council meeting of 31st May, 2019 under MIN. 05/05/2019, the Council deliberated and approved the Health Sector budget allocation of UGX 4,265,551,000/= and work plan for FY 2019/20.

10	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79 %: score 2</li> <li>• If less than 70%: score 0</li> </ul>	<p>Evidence was adduced to the effect that not all health facilities had functional HUMCs. For instance, only 1 of the 5 health facilities sampled provided evidence that they had held the mandatory quarterly HUMC meeting and discussed budget and resource issues. The following are the meetings per facility visited:</p> <ul style="list-style-type: none"> <li>• Akali HCII did not provide all the 4-mandatory quarterly HUMC meeting minutes for FY 2018/2019. Apparently, they were locked away in the in-charge's house;</li> <li>• Aduku HCIV provided 3 of the 4-mandatory quarterly HUMC meeting minutes for FY 2018/2019. These were dated: 14th December 2018, 21st February 2019 and 27th June 2019;</li> <li>• Abwong HCII provided 3 of the 4 mandatory quarterly HUMC meeting minutes for FY 2018/2019. These were dated: 24th October 2018, 11th March 2019 &amp; 3rd July 2019;</li> <li>• Abongomola HCIII provided 2 of the 4 mandatory quarterly HUMC meeting minutes for FY 2018/2019. These were dated: 30th October 2018 &amp; 9th November 2018;</li> <li>• Inomo HCIII provided all the mandatory quarterly HUMC meeting minutes for FY 2018/2019. These were dated: 19th September 2018, 27th December 2018, 20th February 2019 &amp; 22nd June 2019.</li> </ul>	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>All health facilities visited (Aduku HCIV, Inomo HCIII, Abongomola HCIII &amp; Abwong HCII) had a posting on their public notice board of PHC non-wage recurrent grants received.</p> <p>In addition, there was a posting of all 15 health facilities that received PHC non-wage recurrent grants for quarter 2 of FY19/20 on the public notice board at the DHOs office.</p>	4

## 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>No evidence that submission of input to the procurement plan to PDU that covered all investment items was done on time. This was illustrated by the submission letter to DPU presented with the following details: Prepared by DHO on the 8th August 2019 and received by PDU the same day. The following were the items on it: (1) Construction of health store at Aduku HCIV and (2) Renovation of DHOs office.</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>There was a copy of form PP1 with a subject of procurement - Fencing of Aduku HCIV and guard's office was submitted on the 26th September 2018 by DHO to the PDU. It was confirmed by CAO on the 27th September 2018.</p>	2
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>Review of 2 payments made to suppliers for works and supplies for the sector revealed that requests for payment from suppliers were certified and payments recommended on time. i.e.</p> <p>Request for payment for the face lift of the General Ward and renovation of walkway at Aduku Health Centre IV was made by M/s Gadofie Construction Co. Limited on the 25th February 2019. Request was forwarded by Principal Health Inspector for approval on the 27th March 2019, 30 days after request for payment was made by the contractor. Payment certificate No 01 for UGX 23,291,938 was prepared by DE on the 25th March 2019 and signed off by the DHO on the same day it was prepared i.e. 25th March 2019.</p> <p>Request for payment for the face lift of the General Ward and renovation of walkway at Aduku Health Centre IV was made by M/s Gadofie Construction Co. Limited on the 14th May 2019. Request was forwarded by DHO for consideration on the 27th May 2019, 13 days after request was made by the contractor. Payment certificate No 02 for UGX 10,009,147 was prepared by DE on the 21st May 2019 and signed off by the DHO on the 27th May 2019, 6 days after it was prepared by DE.</p>	4

## Financial management and reporting

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

Maximum 4 for this performance measure

- 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

The Health department submitted the four Quarterly Reports for FY 2018/2019 to District Planner as indicated below:

- o Quarter One Report was submitted on 4th November 2018
- o Quarter Two Report was submitted on 19th January 2019
- o Quarter Three Report was submitted on 21st May 2019
- o Quarter Four Report was submitted on 6th August 2019

The Health department submitted all the four quarterly reports and the fourth quarter was submitted on 6th August 2019 a date which was beyond the deadline of 15th July 2019 as required by the PFMA Act, 2015.

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	During the FY2018/19, the sector had several issues arising from the 4 quarterly internal audit. However, there is no evidence that the sector provided information to the internal audit on the status of implementation of all audit finding in FY 2018/19 i.e.
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>	<p>Internal Audit Report Issues in FY2018/19</p> <p>Q1</p> <ul style="list-style-type: none"> <li>Health Department <ul style="list-style-type: none"> <li>Accountability of funds disbursed to lower health units. Only UGX 1,411,783 out of UGX 24,769,930 advances disbursed was accounted for</li> </ul> </li> <li>Health Centres <ul style="list-style-type: none"> <li>Issue of drugs in Abongomola HC III without proper authorisation from the stores to various departments</li> <li>Improperly stored expired drugs in Abongomola HC III</li> <li>Apire HCIII had no facility code</li> <li>Some drugs were supplied in Apire HCIII when their expiry dates were due</li> <li>Apwori HCIII- some drugs were found missing without any documentation. Physical Stock count not done on regular basis.</li> <li>Inomo HCIII- inadequate space to keep expired drugs</li> <li>PHC Account- lack of payment vouchers</li> <li>Aduku HC IV- GRNs and Store Issue Vouchers not used for stock in stores</li> </ul> </li> </ul> <p>Q2</p> <ul style="list-style-type: none"> <li>Health Department <ul style="list-style-type: none"> <li>Lower Health Unit Accounts not preparing financial statement</li> </ul> </li> </ul> <p>Q3</p> <ul style="list-style-type: none"> <li>District Headquarters <ul style="list-style-type: none"> <li>Non Accountability of funds by District Headquarters- UGX 40,988,200 (Hospital A/c was UGX 11,503,200 and DHO was UGX 561,500)</li> </ul> </li> </ul>

## 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>There was evidence that all Health Unit Management Committees (HUMCs) met the gender composition as per guideline. For instance;</p> <ul style="list-style-type: none"> <li>Aduku HCIV – 4 out of 9 members were female</li> <li>Inomo HCIII – 2 out 6 members were female,</li> <li>Abwong HCII – 2 out of 5 members were female</li> <li>Akali HCII – 2 out of 5 members were female</li> </ul>	2
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>No evidence was provided to indicate that guidelines to manage sanitation had been issued to health facilities. For instance:</p> <p>None of the facilities visited (Aduku HCIV, Inomo HCIII, Abongomola HCIII &amp; Abwong HCII) had guidelines in place to manage sanitation. In addition, OPD toilet facilities at Abongomola HCIII &amp; Abwong HCII were not separated for men and women. However, those at Aduku HCIV and Inomo HCIII had functional hand washing facilities in place and were separated for male and female.</p>	0
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>No evidence was provided to indicate that all 2 health facility infrastructure projects implemented during FY 2018/19 had been screened before approval for construction. For instance:</p> <p>No Screening forms were presented for: (1) Fencing of Aduku HCIV and (2) Renovation of general ward and walk way at Aduku HCIV</p>	0
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 checked whether the mitigation plans are complied with: Score 2</li> </ul>	<p>No Inspection report signed by both the environmental officer and community development officer were provided as evidence to indicate that the implemented health facility infrastructure projects of 2018/19 had been screened and inspected to ensure that the risk mitigation plans had been complied with.</p>	0

The LG Health department has issued guidelines on medical waste management	<ul style="list-style-type: none"><li>• Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal2: score 4.</li></ul>	All health facilities visited during the assessment period (Aduku HCIV, Inomo HCIII, Abongomola HCIII & Abwong HCII) had guidelines in place on the management of medical waste. All had guidelines on the segregation of medical waste.
Maximum 4 points		

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>Information from the MIS indicated that the district safe water average coverage was 75%. The district had six (6) sub counties with the following safe water coverage; Abongomola 95%, Aduku 94%, Aduku TC 75%, Chawente 65%, Inomo 78% and Nambeiso 55%. Two of the six sub counties Chawente and Nambeiso were below district safe water average coverage.</p> <p>For the current FY 2019/2020, the district Water department targeted budget allocations to five (5) sub counties (Inomo, Aduku, Abongomola, Nambeiso and Chawente) as evidenced in the approved budget estimates 2019/2020 generated on 23rd July 2019. Therefore, the district budgeted for eleven (11) boreholes as indicated below; Inomo 2, Aduku 2, Abongomola 2, Nambeiso 3 and Chawente 2. Out of eleven (11) boreholes to be implemented in the FY 2019/2020, five (5) were in sub counties below safe coverage which translated to <math>5/11 \times 100 = 45\%</math>.</p>	0
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: <p>Score 15</p> </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>The approved budget estimates 2018/2019 generated on 22nd July 2018 showed that the district budgeted for water and sanitation projects. The annual progress report for water sector dated 26th August 2019 indicated the that the allocation was in five (5) sub counties as below; Inomo 2, Aduku 2, Abongomola 3, Nambeiso 3 and Chawente 3. That allocation did not target sub counties below district safe water average coverage. The district implemented thirteen (13) boreholes and only six (6) of them in sub counties which had coverage below district average which translated to <math>6/13 \times 100 = 46\%</math>.</p>	0

## Monitoring and Supervision

The district Water department carries out monthly monitoring of project investments in the sector

Maximum 15 points for this performance measure

Evidence that the district Water department has monitored each of WSS facilities at least annually.

- If more than 95% of the WSS facilities monitored: score 15

- 80% - 95% of the WSS facilities -

monitored: score 10

- 70 - 79%: score 7

- 60% - 69% monitored: score 5

- 50% - 59%: score 3

- Less than 50% of WSS facilities monitored: score 0

Reviewed documentation revealed that water and sanitation facilities constructed by district water department in the FY 2018/2019 were monitored. For instance, the fourth quarter monitoring report of WES facilities by the district technical committee dated 8th July 2019. The monitoring took place from 24th June 2019 to 5th July 2019. There was also an annual progress report for water sector on implemented hardware activities for FY 2018/2019 dated 26th August 2019. The evidence provided indicated that the projects implemented in the FY 2018/2019 were monitored which put water and sanitation monitoring at about 100%.

The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE

Maximum 10 for this performance measure

- Evidence that the district has submitted accurate/consistent data for the current FY: Score 5

There was no evidence availed for assessment to show that the district submitted accurate/consistent data for the previous FY 2018/2019. No evidence of submitted form 1s.

The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE

Maximum 10 for this performance measure

- List of water facility which are consistent in both sector MIS reports and PBS: score 5

The reviewed MIS reports of 2018/2019 on point water sources indicated that seven (7) water sources (Apire A, Barocao, Olaoipali, Amuda C, Acobanok, Atabotidi and Agwenyere B) drilled and constructed in the previous FY 2018/2019 were included in the system. However there was no proof that the sources were consistent in both sector MIS reports and PBS. The PBS report that was availed for assessment did not indicate water source locations.

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>There was evidence that water sector submitted in put for the district procurement plan to PDU that covered all investment items in the approved Sector annual work plan and budget. However the submission was made on 5th November 2019, which was beyond the dead line of 30th April.</p>	0
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>The CAO appointed a contract manager (Fiona Abonyo) for both deep wells siting, drilling and installation and construction of a 4 stance lined pit latrine with a urinal. The appointment letters were dated 10th January 2019 and 13th May 2019 respectively. These documents were availed for assessment a contract management plan and two supervision reports for FY 2018/2019. A progress report for thirteen (13) deep wells in Inomo, Aduku, Abongomola, Nambeiso and Chawente sub counties dated 14th May 2019 and a site supervision report on construction of a 4 stance drainable pit latrine with urinal dated 4th July 2019. Both reports were signed by the district water officer.</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>No designs were availed for assessment.</p>	0



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 contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>There was no proof of handover to the district.</p>	0
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 DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>There was proof of certification for WSS projects. For instance; a copy of a provisional completion certificate for thirteen (13) boreholes dated 30th August 2019 and a copy of a substantial completion certificate for the 4 stance drainable latrine at Atuma landing site dated 30th July 2019 were availed for assessment.</p>	2
7	<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<p>A review of 3 payments made to suppliers for works and supplies for the sector revealed that requests for payment from suppliers were certified and payments recommended on time. For instance;</p> <p>Request for payment for the siting, drilling, casting and installation of 13 deep boreholes made by M/s Ebowa Investments Limited on the 27th March 2019 and recommended for approval by DWO on the 2nd April 2019, 6 days after the request was made by the contractor. Payment Certificate No. 01 for UGX 81,784,141 was prepared by 2nd April 2019.</p> <p>Request for payment for the rehabilitation of 13 deep wells/boreholes was made by M/s Lokosi Investments Ltd on the 12th June 2019. Request was forwarded by WO for approval on the 12th June 2019, same day the request for payment was made by the contractor. Payment Certificate No. 1 for UGX 53,261,288 was prepared by DWO on the 13th June 2019.</p> <p>Request for payment for the construction of 4 stance drainable latrine at Atuma landing site was made by M/s Richen Services (U) Ltd on the 18th June 2019. Request was forwarded by DWO for approval on the 24th June 2019, 6 days after the request for payment was made by the contractor. Payment Certificate No 01 for UGX 17,824,539 was prepared by DWO on the 24th June 2019.</p>	3

## Financial management and reporting

8

0

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

The Water department submitted the four Quarterly Reports for FY 2018/2019 to District Planner for consolidation as indicated below:

- o Quarter One Report was submitted on 6th November 2018
- o Quarter Two Report was submitted on 19th January 2019
- o Quarter Three Report was submitted on 20th May 2019
- o Quarter Four Report was submitted on 31st July 2019

Maximum 5 for this performance measure

The Water department submitted all the four quarterly reports but the fourth quarter was submitted on 31st July 2019 a date which was beyond the deadline of 15th July 2019 as required by the PFMA Act, 2015.

9

5

The District Water 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

Review of the 4 quarterly internal audit reports for FY 2018/19 for the DLG revealed that the sector did not have any internal audit queries in FY 2018/19.

Maximum 5 for this performance measure

- o If sector has no audit query score 5

- 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 3

If queries are not responded to score 0

## Governance, oversight, transparency and accountability

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 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>Kwania DLG Standing Committee responsible Finance, Planning and Administration/ Works, Technical Services and Gender and Community services met and discussed water service delivery issues including contracted water projects, inspection and supervision reports.</p> <p>There was evidence of minutes for meetings held on 24th – 25th September, 2018 under MIN. 5/9/2018, 4th – 5th December, 2018 under MIN.6/12/2018, 13th – 14th March, 2019 under MIN.6/3/2019 and that of 29th – 30th April, 2019 under MIN.5/4/2019 discussing reports of the Water sector.</p> <p>Likewise, meeting held 4th – 5th December, 2018 under MIN.6/12/2018, discussed the report on Water Sector and NWSC plans of extending the existing grid in order to connect new areas of Abey, Olami A, Amia, Adyaba and Aboko – Chawente road as well as the establishment and training of water user communities. More so, delays in procurement for the intended projects of borehole drilling and rehabilitation, lack of man power, office space and furniture for the water sector and the capacity building plan for extension staff were also discussed.</p> <p>The above Water Sector committee deliberations were presented to full Council Meeting of 20th December, 2018 which deliberated and approved issues of the Finance, Planning and Administration/ Works, Technical Services and Gender and Community Services Standing Committee under MIN. 06/12/2018.</p>	3
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>The Water Sector committee presented issues that require approval to Council.</p> <p>This was confirmed by the Finance, Planning and Administration/ Works, Technical Services and Gender and Community Services Standing Committee meeting deliberations which were presented to full Council for consideration and approval at meetings held on on 6th September, 2018, 8th October, 2018, 20th December, 2018, 22nd March, 2019, 13th May, 2019 and 31st May, 2019 in the District Council Hall.</p> <p>In Council meetings of 6th September, 2018 under MIN. 5/09/2018, 8th October, 2018 under MIN.6/10/2018 and 20th December, 2018 under MIN. 06/12/2018 there was a discussion and approval of deliberations from the report of the Standing Committee on Finance, Planning and Administration/ Works, Technical Services and Gender and Community Services.</p> <p>Council meeting of 31st May, 2019 under MIN. 05/05/2019, deliberated and approved the Water Sector budget allocation of UGX 526,137,000/= and work plan for FY 2019/20.</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>There was evidence that the AWP and the Water Development grant releases and expenditures were clearly displayed on the District Notice Boards as per the PPDA Act. For example; there was a display on declaration of funds for second quarter FY 2019/2020 and allocation of WES facilities FY 2019/2020 dated 15th October 2019.</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>From the sampled WSS projects, it was found that only water projects Akwon, olaipali and Agerinono deep boreholes were labelled on the apron slab casting indicating the name of the source (Village), the DWD Number, the FY, the contractor and the source of funding. There was no evidence of labelling on the 4 stance drainable latrine at Atuma landing site.</p>	0
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>Information on tenders and contract awards (indicating contractor name /contract and contract sum) were displayed on the District Notice Boards. For example, there was a display of bid notice under open national bidding ITB No. 001/2019-2020 FY - invitation for pre-qualification of providers and frame work contracts for FY 2019/2020 dated 4th July 2019.</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 no information availed for assessment to show that communities apply for water as per sector critical requirements.</p>	0

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>The sampled water supply facilities Akwon, Agerinono and Olaoipali deep boreholes were fenced, properly maintained and functioning satisfactorily. However the 4 stance drainable latrine at Atuma landing site constructed in the previous FY 2018/2019 was found dirty and unsecured a sign of no maintenance.</p>	0
----	--	--	---	---

### 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>Considering the sampled WSS projects that were implemented in the FY 2018/2019, there was evidence of environmental and social screening. For example; for Akwon, Olaoipali and Agerinono boreholes, screening forms (ESSF) were filled and signed by district environmental officer dated 10th April 2019 and 11th April 2019 respectively. The available evidence indicated that environmental and social screening for the drainable latrine at Atuma landing site was done on 22nd May 2019.</p>	2
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 follow up on unacceptable environmental concerns.</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>	No evidence availed during assessment.	0
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>	Reviewed information on Water users' committee reports revealed that at least 50% WSCs were women and at least one occupied a key position (chairperson, secretary or treasurer) as per the sector critical requirements. However the report did not specify which key positions were occupied by women.	0
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>	Not all public sanitation facilities had adequate access and separate stances for men and women. While the 4 stance drainable latrine at Atuma landing site constructed in the FY 2018/2019 had a ramp and a separate stance for PWDs, the remaining 3 stances were not separated and it was not labelled to give guidance on the gender sides.	0