



Local Government Performance Assessment

Ntungamo District

(Vote Code: 546)

Assessment	Scores
Accountability Requirements	%
Crosscutting Performance Measures	80%
Educational Performance Measures	91%
Health Performance Measures	94%
Water & Environment Performance Measures	85%

No.	Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract				
1	LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	<ul style="list-style-type: none"> 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"> If LG submitted before or by due date, then state 'compliant' If LG had not submitted or submitted later than the due date, state 'non-compliant' From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	The LG submitted its Annual Performance Contract on 22nd July, 2019 via PBS. This was within the revised deadline of 31st August, 2019	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available				
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"> From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> 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. 	Ntungamo DLG submitted a Budget that incorporated the LG Procurement Plan for the forthcoming FY (2019/2020) on 12th May, 2019 via PBS. This was within the revised deadline of 31st August, 2019 .	Yes
Reporting: submission of annual and quarterly budget performance reports				

3	<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>The LG submitted the Annual Performance Report for the previous FY 2018/2019. On 13th August, 2019 via PBS. The submission of the annual performance report was within the revised deadline of 31st August, 2019 .</p>	Yes
4	<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>Submission of the quarterly budget performance reports for FY 2018/2019 was through PBS as indicated below:</p> <p>1st Quarter report submitted on 22nd March, 2019</p> <p>2nd Quarter report submitted on 22nd March, 2019</p> <p>3rd Quarter report submitted on 6th June, 2019</p> <p>4th Quarter report submitted on 6th July, 2019</p>	Yes

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.

The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General's findings for the previous financial year 2017/2018 by end of February, 2019 on 27th March, 2019 ref: CR/251/1. The submission was outside the mandatory requirement.

The Council had taken adequate actions against all the five findings, e.g., expenditure on emoluments and allowances to the District Council, audit of natural resources, condition of medical equipment, grounded road equipment and the performance of Youth Livelihood funding.

No

6

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

The Auditor General's Opinion on the Financial statements of Ntungamo DLG for the Financial Year ended 30th June, 2019 was Unqualified.

Yes

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
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"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>Ntungamo DLG did not have a legally constituted Physical Planning Committee as per Part III (9) of the Physical Planning Act, 2010. At the APA time, the Committee had 21 members but lacked a physical planner in private practice.</p> <p>The reviewed appointment letters indicated that the CAO appointed the members on 11th July, 2018 under letter Ref. No. CR/214/19 and they included;</p> <ul style="list-style-type: none"> a. Muhereza Wyclife Rubajuguta, the Physical Planner b. Kiiza Fedelis, the Principal Assistant Secretary c. Turyamuleba Esau, District Surveyor, d. Butubuura Prosper, the District Roads Engineer e. Arigye Odo, the District Education Officer, f. Tumusange Dismas, the District Water Engineer, g. Atwine Esther, District Agricultural Officer, h. Turyatunga John, the DCDO, i. Tumwebaze Dinnah, the District Environmental Officer, j. Bakamuturaki Richard, the DHO k. Besigye David, the Town Clerk Kafunjo Mirama l. Nimusiima Tedious Kakwengo, Town Clerk Rubaare m. Nuwagaba Naboth, Rwentobo-Rwahi n. Arinaitwe Benson, Kagarama TC o. Taritweba Dan, Town Clerk Rwashamire p. Godwin Bamanya, Town Clerk Nyamunuka q. Byamukama Henry, Town Clerk Rwamabondo r. Bright Joga, Town Clerk Nyakyera s. Byamukama Emmanuel, Town Clerk Kitwe t. Mukuru Didas, Town Clerk Rwoho u. Tumusiime Allen, Town Clerk Nyamukana <p>Notably missing on the committee was a Physical Planner in Private practice.</p> <p>The Committee missing a Physical Planner in private practice was functional and discharged its duties in FY 2018/19 through meetings held as follows;</p> <ul style="list-style-type: none"> a. On 2nd June, 2019 through minute Min. 	0

NDCLG/PPC/03/11/09/18, the committee discussed and the approved applications like for Mr. Muhairwe Geofrey of Kaina LC I, Nkongoro, Nyabihoko Kampala,

Other meetings were held on the following dates;

6th February, 2019, 7th November, 2018, 5th August, 2018.

The DLG did not have a Physical Development Plan but had started on primary data collection to prepare a 50-years Physical Development Plan; NDPDPI 2019-2069.

Therefore, there was no evidence of new infrastructure investments approved plans basing on the approved Physical Development Plan.

1

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

Maximum 4 points for this performance measure.

• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.

The DLG of Ntungamo submitted all the four sets of minutes for the four meetings held in FY 2018/19 to MoLHUD on 28th August, 2019 through letter Ref. No. CR/214/11 and minutes were acknowledged by date-stamping on 13th September, 2019.

The minutes submitted were for meetings held on 2nd June, 2019, 6th February, 2019, 7th November, 2018 and 5th August, 2018.

1

1

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

Maximum 4 points for this performance measure.

- All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0

Ntungamo District Local Government did not have an approved Physical Development Plan thus none of the infrastructure investment was approved as per the plan.

0

1

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

Maximum 4 points for this performance measure.

- Action area plan prepared for the previous FY: score 1 or else 0

The PAT did not see any Action Area Plan prepared during the FY under review but the 11 Town Councils within the District had prepared their Physical Development Plans.

0

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

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

There was evidence to prove that the priorities in AWP for FY 2019/2020 were derived from outcomes of the Budget conference:

1. Up grading of Health Centre II to III at Rwanda which was captured on page 54 of the AWP and on page 28 of LG Budget Estimates and within the Budget Conference Report dated 27th. November, 2018

2. Construction of a slaughter slab at Rubaare Town Council was captured on page 24 of the AWP, page Budgetary estimates page 43 and on page 7 Budget conference report dated 27th November, 2018

3. Construction of classrooms at Rutunguru, Itojo and Kamahuri Primary schools was captured on page 39 LG Budget Estimates, page 37 of the LG AWP and captioned within the Budget Conference report of 27th November, 2018

4. Establishment of solar irrigation demonstration sites on page 21 of the LG AWP and within the Budget Conference report of 27th November, 2018.

5. Rehabilitation of a fisheries demo at Nyakiyanza on page 21 of the LG AWP, page 38 LG Budget Estimates and page 23 Budget Conference Report dated 27th November, 2018 and page 26 Investment profiles 2018/19

Discussed under Min.59/2018/2019 Departmental briefs on project implementation status (i) Education.

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

• Evidence that the capital investments in the approved Annual work plan for the current

FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was

approved by the Council. Score 1.

There was clear evidence that priorities in the Annual Work Plan were derived from the five-year DDP II as indicated in the priorities below in different sectors;

a) Construction of a slaughter slab at Rubaare Town Council, Page 153 DDP II, page 24 AWP at 36 M Ug. Shs

b) Establishment of solar irrigation demo sites, page 75 DDP II, AWP page 21 at 78M.Ug.shs.

c) Up grading of health centre II to health centre III at Kishami page 220 DDP II, page 54 AWP at Ug. Shs.650M.

d) Construction of classrooms at Rutunguru, Itojo and Kamahuri page 37 DDP II and page 63 AWP at 1,094,261,000

e) Upgrading of Rwanda H.C.II to HCIII on page 220 of the DDP II and on page 54 of the AWP at UGX 650,000,000

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

• Project profiles have been developed and discussed by TPC for all investments in the

AWP as per LG Planning guideline: score 2.

The project profiles in the Ntungamo DLG were stated as per the Local Government Development Planning guidelines 2014 on page 63 Appendix 3.

The TPC meeting held on 12th November, 2018 under Minute 6/11/2018 discussed the project profiles such as actual works, environmental mitigation plan, and monitoring and evaluation strategy for the investments.

3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>Annual Statistical Abstract was compiled and discussed in the TPC meeting held on: 3rd July, 2019 vide Minute number 4/7/20/19, it was used to support budget allocation and decision making.</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"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>All Infrastructure projects implemented by the LG in the previous FY 2018/2019 were derived from the Annual Work Plan and Budget approved by the LG Council under Minute COU05/2018 (21) of meeting held on 31st May, 2018 as exemplified below;</p> <ol style="list-style-type: none"> 1. Construction of a 3-classroom block at Rutunguru PS was captured on page 120 2. Construction of a 3-classroom block at Kamahuru PS which was on page 120 3. Protection of 4 water springs at Kashami, Kahungye, Migyera and Kyeizinga -LOT 01 on page 64 4. Protection of a 4 Springs at Zeituni village, Kanyampumo parish- Nyabihoko Sub County, Kiyenje village, Iterero parish- Nyamunuka Town Council, Kamatabure village, Kitojo parish- Bwongyera Sub County and Rukarangoli village Rukaranga parish-Kibatsi Sub county on page 64 5. Protection of 4 water springs at Kanyerere, Ntungamo village, Katembatembe and Kabungire LOT 3 on page 64 	2
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <p>o 100%: score 4</p> <p>o 80-99%: score 2</p> <p>o Below 80%: 0</p>	<p>There was evidence that investment projects implemented in the previous FY 2018/2019 were completed as per work plan by end for FY 30th June, 2019 as indicated below;</p> <ol style="list-style-type: none"> 1. Protection of Water springs at Ntungamo was completed 100% 2. Construction of a 5 stance VIP latrine at Buhanabura was 100% completed, 3. Construction of a 5-stance lined drainable latrine at Igorora was 100% completed 4. Construction of a 3-classroom block at Kamahuri P/S was 100% 100% 5. Construction of a 3-classroom block at Rutunguro P/S was completed. 	4

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

Ntungamo DLG had some of its investment projects in the previous FY 2018/2019 completed within approved budget in the range of 15% maximum and 15% minus of the original budget while others were more than the maximum range of 15% for example;

1. Construction of a five stance VIP latrine at Buhanabura P/S

Budgeted at UGX 23, 440,700

Expenditure: UGX 23,440,700

Completion - 100%

2. Protection of water springs at Ntungamo, Kanyerere, Kaburangire, Katembatembe villages

Cost: UGX 19,779,642

Expenditure UGX 19,779,642

Completion – 100%

3. Construction of 3-classroom block at Rutunguro P/S

Cost: UGX 126,585,562

Expenditure UGX 126,585,562

Completion -100%

4. Construction of a 3-classroom block at Kamahuri P/S

Cost: UGX 124,521,034

Expenditure UGX 124,521,034

Completion – 100%

5. Construction of a 5-stance lined drainable latrine at Igorora P/S at Igorora P/S

Cost: UGX 23,711,628

Expenditure: UGX 23,711,628

Completion: 100%

The APA team noted that all the payments effected were within the threshold of 15% Maximum and 15% Minimum of the original budget.

The APA team noted that where the expenditure exceeded the threshold of 15% Maximum and 15% Minimum of the original budget, it was because of additional funds from Development Response for Displacement Impact Programme (DRDIP), thus expenditure.

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>List of assets and projects in need of maintenance for FY 2018/2019 was not place.</p> <p>There was no clear documentation on the Budget for O&M in FY 2018/2019. Additionally, there was no specific Budget for O&M across the board in all sectors.</p> <p>The actual expenditure on O&M during the FY 2018/19 could therefore not be calculated.</p>	0
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Human Resource Management

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure

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

The approved and costed Staff Establishment for Ntungamo District was communicated to the LG by MoPS on 30th January, 2017 by letter Ref. No. ARC 135/506/01

The staff Establishment for implementation had ten Departments inclusive of that of Administration. These were; Finance, Planning, Works, Education, Community Based Services, Natural Resources, Production, Trade, Industry and Local Economic Development plus Health.

The substantively filled positions for Heads of Departments were;

- Finance was filled by Byaruhanga Andrew appointed on Promotion and transfer of services from Rukungiri MC 018 as directed by DSC Min. No. 19/2018,
- Planning was filled by Byaruhanga B. David was appointed on transfer of service from Rukungiri to Ntungamo on 20th February, 2015 as directed by DSC Min. No. 13/2015,
- Health was filled by Bakamuturaki Richard appointed on Promotion and transfer of from Rakai on 10th May, 2012 as directed by DSC Min. No. 150/2012

The Departments with Officers in acting capacities following the assignment of duty by the CAO in accordance with the Standing Orders (E-C) 8 (b) were;

- Community Based Services was filled Turyatunga John appointed on promotion on 25th November, 2005 as directed by DSC Min. 149/2005. He was assigned duties of acting DCDO on 27th March, 2019
- Works was filled by Butubuura Akakikunda Prosper a Senior Assistant Engineering officer appointed on promotion and transfer of service from Kanungu Town Council on 2nd February, 2015 as directed by DSC Min. No. 21/2015. He was assigned duties of the DE by the CAO on 1st July, 2016,
- Education was filled AG. DEO Atamba Peace a Senior Education Officer appointed on 3rd January, 2018 as directed by DSC Min. No. 218/2017. Assignment of duties as DEO by the CAO was on 5th August, 2019,
- Natural Resources was filled Tumwebaze Dingh as Senior Environmental Officer appointed on 2nd February, 2015 as directed by DSC Min. No. 17/2015. The assignment of duties as DNRO by the CAO was on 1st July, 2016 and renewed on 27th March, 2019,
- Production was headed by Mugabe Albert a Principal Fisheries Officer appointed on 2nd February, 2015 as directed by DSC Min. No. 20/2015. The assignment of duties as Production officer by the CAO

The LG had by the APA time not recruited the District Commercial Officer as the Departmental Head for Trade, Industry and Local Economic Development.

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"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>The reviewed files for the HoDs that existed in FY 2018/19 both substantive and in acting capacities indicated appraisal by signed FY 2018/2019 performance reports for example;</p> <ul style="list-style-type: none"> • Ag. DCDO was appraised on 1st May, 2019 • Ag. DE was appraised on 3rd July, 2019 • The CFO was appraised on 2nd August, 2019 • The Ag. DEO was appraised on 30th June, 2019 • Ag. DNRO was appraised on 18th July, 2019 • Ag. Production was appraised on 2nd February, 2019 • The DHO was appraised on 1st July, 2019, and • The District Planner was appraised on 1st July, 2019. <p>All the HoDs of Departments were appraised by the CAO through reading through their Performance reports that were based on the achievements of the targets set out in the Performance Agreement signed at the beginning of FY 2018/19</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"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>During the FY 2018/19, the CAO declared sixty-seven vacancies to the DSC in two batches as indicated below;</p> <p>On 16th October, 2018 through letter Ref. CR/156/1, the CAO declared 55 vacancies of Education Assistants and the 257th DSC meeting held on 18th – 19th October, 2018 under Min. No. 02/2018 considered them and instructed the CAO to write instruments of appointment.</p> <p>On 28th January, 2019 through letter Ref. CR/156/1, 11 various vacancies were declared by the CAO to the DSC they included among others; an Assistant DHO (Environmental Health), 02 Assistant Nursing Officers, a radiographer, an Anaesthetic, a medical Laboratory Assistant, a Physical Planer. posts.</p> <p>The DSC ran an External Advertisement for the vacancies declared on 28th January, 2019. The Advert was carried in the New Vision of Monday, February, 25, 2019 on page 53.</p> <p>The DSC 4th meeting held on 11th – 12th April, 2019 under minute DSC Min. 59/2019 considered the post of the Physical Planner and under minute DSC No. 61/2019 considered all the post of Nursing Officer and Assistant Nursing Officer was considered under minute DSC Min. 62/2019.</p>	2

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>The CAO presented fifty-one staff that were on probation appointment to the DSC for confirmation on different dates for instance;</p> <ul style="list-style-type: none"> • On 2nd October, 2018 through letter Ref. CR/156/1 (twenty-four Education Assistants, eleven enrolled nurses and five Education Assistants) was submitted for confirmation to the DSC., <p>The DSC in Accordance with the authority under the provisions of article 200(1) of the Constitution of the Republic of Uganda 1995 and section 55 (1) of the Local Government Act, Cap 243 (as amended), held 1st meeting of 2019 on 17th January and 1st February, 2019 and under minute DSC. Min. No. 22/2019 confirmed Mbine Julius as a substantive Enrolled Nurse who was among the 11 enrolled nurses the CAO declared on 2nd October, 2018.</p> <p>The DSC meeting of 18th – 19th October, 2018 through minute DSC 145 (xI)/2018 confirmed in service 11 Education Assistants following their submission of 2nd October, 2018 by letter CR/156/1.</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"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>Ten cases were referred to the DSC by the CAO for sanctioning and reprimanding. The cases involved;</p> <ul style="list-style-type: none"> • The CAO on 6th November, 2019 through letter CR/156/1 referred a Clinical Officer; Kayole Agnes for reprimanding for abscondment of duty. The DSC has offered Agnes three fair hearings like on 27th – 28TH October, 2018 under minute DSC 173/2018 and by the APA time, the final verdict had not yet been issued. • On 10th May, 2018 through letter CR/156/1, the CAO referred Education Assistant II; Kasikano Gloria to DSC for reprimanding over abscondment of duty. The DSC during the meeting held 27th – 28th October, 2018 under minute DSC 177 (v)/2018 discussed the case but no resolution was arrived at. 	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"> • 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 	<p>The LG was using the IPPS and during the FY under review, the LG during the FY 2018/19 recruited fifty-five Education Assistants II. All the Education Assistants were appointed on 21st February, 2019 vide minutes DSC. No. 102/2018 (2) – (55) but assumed duty on 15th March, 2019. There was a delay in processing the Suppliers' Number from MoFPED by the newly appointed staff. When they got the Suppliers' Number, they received their salary and arrears June 2019 e. g Babigumira Julius IPPS No. 1040762 received his salary of UGX 1,249,644 as indicated on the Payroll June 2019.</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"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>During the Financial year under review, fifty-two (52) staff retired; 08 were early retirement, 4 were on death, 1 on medical and 39 on mandatory. All the staff who were on mandatory retirement accessed within two months thanks to the Decentralisation of Pension services.</p> <p>Begarura George, enrolled Nurse effectively retired on 24th June, 2019 and received his first pension in August through IPPS No. 83561 and Supplier No. 761059</p> <p>Kagarura Eddie effectively retired on 10th January, 2019 and the payroll for March, 2019 indicated that he received his pension of UGX 509,864 under IPPS No. 289582 and Suppliers' No. 762721.</p> <p>The PAT was informed that the categories of; early retirees, death and medical go through procedures like approval by medical council, presentation of death certificates which has delayed these retirees to access the pension payroll on time,</p>	0
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Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% - 10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>Total of OSR for FY 2017/2018 UGX 472,849,969</p> <p>Total of OSR for FY 2018/2019 UGX 314,537,913 .</p> <p>Decrease UGX (158,312,056).</p> <p>$\frac{(158,312,056)}{472,849,969} \times 100$</p> <p>Percentage decrease of 33.48%.</p> <p>The local Revenue collections excluded one-off sales for assets as a windfall. There was a drastic decrease in LR by 33.48%.</p> <p>It was observed that revenues reduced due to sub divisions of what was formerly one council. There are now seven Town Councils.</p>	0
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10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total Local Revenue Planned/Budgeted (Original not Revised Budget) for FY 2018/2019 UGX 316,821,345</p> <p>Total Local Revenue collected during FY 2018/2019 UGX 314,537,913</p> <p><u>Local Revenue collected</u> X 100.</p> <p>Local Revenue Planned</p> <p>316,821,345 x 100</p> <p>314,537,913</p> <p>Performance 100%</p> <p>The LR collection efficiency did not improve much.</p>	2
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Local Revenue collections subjected to sharing with LLGs was Shs. 109,491,463.</p> <p>Amount of local revenue remitted to LLGs Shs 71,461,951 .</p> <p><u>Remittance to LLGs</u> x 100</p> <p>Local Revenue Collections</p> <p>Status of compliance 65.26%</p> <p>The council remitted the statutory requirement of the ratio of 65:35%.</p> <p>It was observed that the Council had so many Town councils (7 No.) which did not remit any share to the district .</p>	2
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>Total expenditure on council allowances and emoluments during FY 2018/2019 Shs 138,062,628 .</p> <p>Local Revenue in FY 2017/2018 was shs. 472,849,969.</p> <p>Shs. 138,062,628 x 100</p> <p>Shs. 472,849,969</p> <p>Percentage was 29.20%.</p> <p>The expenditure on council allowances and emoluments from OSR was more the 20%.</p> <p>It was observed that Council had 19 sub counties and 11 Town Councils. This led increase in the number of councillors whose emoluments had to be paid by the District. Furthermore, the TC created did not remitted any share of their revenue to the district.</p>	0

Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The Ntungamo DLG PDU was manned by a Senior Procurement Officer and a Procurement Officer substantively filled.</p> <p>The two positions of a senior and a procurement officers were substantively filled as follows:</p> <p>Makafu Moses, the Senior Procurement Officer was appointed on promotion and transfer of service from Sironko on 2nd February, 2015 as was directed by DSC Min. No. 16/2015</p> <p>Ahabwe Armyline, the Procurement officer was appointed on probation on 28th July, 2017 as was directed by DSC Min. No. 197/2016 and later confirmed in service on 2nd January, 2019 as was directed by DSC Min. No. 138/2018.</p>	2
12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>The appointed Evaluation Committees for the procurements during FY 2018/2019 produced evaluation reports with technical and clear recommendations to the Contracts Committee for instance;</p> <p>The Reports of the Evaluation Committee were submitted to the Contracts Committee during FY 2018/2019 on the following dates;</p> <p>The Evaluation report for Procurement No. NTUN456/Wrks/18-19/00002; Construction of a 3-classroom block at Kamahuri Primary School. The EC was appointed on 5th November, 2018 comprising Atamba Peace a Senior Education Officer, Mwebesa Arthur a Senior Accounts Assistant, Ahabwe Armyline a Procurement Officer, Kariyo Apollo a Senior Assistant Engineering Officer and Besigye Amos a Fisheries Officer.</p> <p>The EC report indicating M/s Asiibe Company Uganda Limited as the best evaluated bidder was produced and submitted to the Contracts Committee on 8th November, 2018,</p> <p>The same Evaluation Committee as for the above Contract (NTUN456/Wrks/18-19/00002), evaluated Procurement NTUN456/Wrks/2018-19/00001 and produced a report and submitted it the CC on 8th November, 2018 recommending M/s NUATU Consult Limited as the best evaluated bidder</p> <p>The project for the protection of 4 springs at Kishami in Kishami parish, Ruhama East at Kahungye village Procurement Ref. No. NTU546/Wrks/2018-19/00013 was evaluated by the same EC as for the two procurements above. The EC report recommending M/s His Mercy Consult Limited was produced and signed on 8th November, 2018.</p>	1

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

During the award of contracts implemented in the previous FY, the Contracts Committee never deviated from the recommendations of the EC as indicated in below;

In its reports dated 8th November, 2018,

the EC recommended to the CC that M/s Asiibe Company Uganda Limited, M/s NUATU Consult Limited and M/s His Mercy Consult Limited as the best evaluated bidders and therefore be awarded the Contracts; NTUN546/Wrks/18-19/0002, NTUN546/Wrks/2018-19/00001 and NTUN546/2018-19/00013 respectively.

The CC on 14th November, 2018 through minute Min. 0024/11/2018 upheld the recommendations of the EC and awarded the Contracts to; M/s Asiibe Company Uganda Limited at UGX 124,521,034, M/s NUATU Consult Limited at 126,585,562 and M/s His Mercy Consult Limited at 20,190,050 respectively.

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 Procurement and Disposal Plan (PDP) for FY 2019/20 covered all infrastructure projects in the FY 2019/20 approved AWP, for instance;

Construction of 6-stance VIP Latrine at Itojo Hospital on page 98 of the LG AWP FY 2019/20 and on page 2 of the Procurement and Disposal Plan a UGX 30M,

Construction of a maternity/General ward, staff houses and latrines at Rwanda HC II on page 97 of the LG AWP FY 2019/20 and on page 1 of the Procurement and Disposal Plan a UGX 650M,

Construction of a 3-classroom block at Nyamiyaga Primary school on page 116 of the LG AWP FY 2019/20 and on page 8 of the Procurement and Disposal Plan a UGX 128M,

Construction of a 3-classroom block at Kahi Primary School on page 116 of the LG AWP FY 2019/20 and on page 8 of the Procurement and Disposal Plan a UGX 128M,

Construction of a 5-stance VIP lined latrines at Katojo Primary School on page 117 of the LG AWP FY 2019/20 and on page 8 of the Procurement and Disposal Plan a UGX 24,800,000,

Construction of a 5-stance VIP lined latrine at Mirama Primary School on page 117 of the LG AWP FY 2019/20 and on page 8 of the Procurement and Disposal Plan a UGX 24,800,000,

The Procurement Disposal Plan for FY 2018/19 corresponded well with the respective AWP as exemplified below;

Construction of a 3-classroom block at Rutunguru PS on page 120 of the LG AWP FY 2019/20 and on page 1 of the Procurement and Disposal Plan a UGX 132,500,000,

Construction of a 3-classroom block at Kamahuru PS on page 120 of the LG AWP FY 2019/20 and on page 1 of the Procurement and Disposal Plan a UGX 132,500,000,

Protection of 4 water springs at Kashami, Kahungye, Migyera and Kyeizinga -LOT 01 on page 64 of the LG AWP FY 2019/20 and on page 2 of the Procurement and Disposal Plan a UGX 20M,

Protection of a 4 Springs at Zeituni village, Kanyampumo parish- Nyabihoko Sub County, Kiyenje village, Iterero parish- Nyamunuka Town Council, Kamatabure village, Kitojo parish- Bwongyera Sub County and Rukarangoli village Rukaranga parish-Kibatsi Sub county on page 64 of the LG AWP FY 2019/20 and on page 2 of the Procurement and Disposal Plan a UGX 20M,

Protection of 4 water springs at Kanyerere, Ntungamo village, Katembatembe and Kabungire LOT 3 on page 64 of the LG AWP FY 2019/20 and on page 2 of the Procurement and Disposal Plan a UGX 20M.

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"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	<p>The LG had prepared all the 18 bids for the infrastructure set out to be implemented in the FY 2019/20 by 30th August, 2019. The Bids were appeared and presented to the Contracts Committee for approval on 28th August, 2019 through minute Min. No. 077/August/2019. Some of the bids that were prepared included;</p> <p>The construction of a 3-classroom block at Kaahi P/s</p> <p>Construction of a 2-classroom block and a 5-stance VIP latrine at Kategaya</p> <p>Construction of 6-stance VIP Latrine at Itojo Hospital</p> <p>Construction of a maternity/General ward, staff houses and latrines at Rwanda HC II</p> <p>Construction of a 5-stance VIP lined latrines at Katojo Primary School,</p> <p>Construction of a 5-stance VIP lined latrine at Mirama Primary School</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"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>The LG prepared and kept an up dated Assets' register capturing all the completed Projects for FY 2018/19 using the Microsoft Word Computer sheet. The Contracts register was up to date indicating the inclusion of the Completion of Rubaare Sub County Office Block and supply of furniture on 14th September, 2019.</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</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>All the procurements undertaken during the FY under review complied with Regulation 33(3) of the LGs (Public Procurement and Disposal of Public Assets) Regulations 2006 Thresholds for procurement of Works (1a and 1b), thresholds for procurement of supplies and services (2a and 2b), micro procurement (3) and community purchase (4).</p> <p>Ntungamo DLG Contracts Committee used two procurement methods; Open Domestic and Restrictive/Selective bidding. The methods were approved under minute No. 012/September/2018 of the meeting held on 5th September, 2018. The evidences were;</p> <p>Construction of 3-classroom block at Kamahuri PS at UGX 124,521,034 was procured through Open National Bidding.</p>	2

measure.

The invitation for bids under open domestic bidding FY 2018/19; Bid Notice No. 01 was in the New Vision News Paper of Monday September 10, 2018 on page 67 with a bid security of UGX 2M.

Construction of 3-classroom block at Rutunguru PS at UGX 126,585,562 was procured through Open National Bidding. The invitation for bids under open domestic bidding FY 2018/19; Bid Notice No. 01 was in the New Vision News Paper of Monday September 10, 2018 on page 67 with a bid security of UGX 2M.

The contracts that were procured through Selective/Restricted bidding adopted on 5th September, 2018 vide Min. No. 012/September/2018 for instance

The bid notices were sent out to potential bidders who were clearly marked on the Prequalification List of contractors and suppliers approved by Council on 6th July, 2018 under minute CC04/2018/2019.

M/s Daffmir Construction and General Agencies Co. Ltd who was awarded the contract was Contractor No. 9 on the Prequalification List under the section of Works.

Protection of 4 water springs at Kashami, Kahungye, Migyera and Kyeizinga -LOT 01 on page 64 of the LG AWP FY 2019/20 and on page 2 of the Procurement and Disposal Plan a UGX 20M, The bid invitations was on 13th September, 2018 to all firms on the Prequalification List of contractors and suppliers approved by Council on 5th September, 2018 under minute 012/September, 2018.

M/s His Mercy Consult Limited who was awarded the Contract at UGX 20,184,650 was Contractor No. 9 on the Prequalification List under the section of construction and Rehabilitation of Water Springs

Protection of a 6 Springs at Mugoro-Hojo Sub County, Nyakibigi, Kagorogoro, Rutoni in Ntungamo Sub County LOT 2 on page 64 of the LG AWP FY 2019/20 and on page 2 of the Procurement and Disposal Plan a UGX 20M was awarded to M/s Marvpa Enterprises Limited at UGX 30,115,149,

Protection of 4 water springs at Kanyerere, Ntungamo village, Katembatembe and Kabungire LOT 3 on page 64 of the LG AWP FY 2019/20 and on page 2 of the Procurement and Disposal Plan was awarded to M/s Rhino Development Uganda Limited at UGX 19,779,664.

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"> • 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 	<p>There was evidence that the LG certified and provided detailed project information on all investments as per the examples below;</p> <p>Payment to NUATU Consult Limited for a contract for construction of three classroom block at Rutunguru Primary school. The contract sum was UGX 126,585,562. Report for the completion was submitted by the Engineers on 12th March, 2019 and was verified by the senior assistant Engineering Office on the same date. Final payment certificate was dated 12th March, 2019. Claim for payment was submitted on 12th March, 2019. It was verified by DEO, District Engineer and was approved by CAO on 12th March, 2019. Payment voucher was prepared for payment on 26th March, 2019.</p> <p>Payment too ASIIBE Co. (U) Limited for contract for the construction of 3 classroom block at Amahuri Primary School. The contract sum was UGX. 33,134,199. The Final Payment Certificate was dated on 6th March, 2019 and the contract completion report was submitted on 7th March, 2019 by the Senior Assistant Engineering Officer (MoES), verified by the DEO on 7th March, 2019. The claim for payment was submitted on 7th March, 2019. The necessary verifications and recommendations were made by District Engineer, Senior Assistant Engineering Officer (MoES) and DEO. The CAO approved the voucher for payment On 13th March, 2019 and payment voucher and payment was made on 26th March, 2019.</p>	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"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There was clear labelling of works projects for instance;</p> <p>The project for the construction of a piped Gravity Flow Scheme at Kabisha was clearly labelled the information displayed which indicated among others the Contractor as M/s A Thousand Marbles Limited, funding source; DDEG and the overall cost was UGX 148,656,951 to be completed in four months</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

During FY2018/2019, the Council generated the computerized General Ledger reconciliation summary which shows General Cash account number, Bank Name, branch and general Ledger position. It also indicated the bank statement closing balance as at the end of month. For example, the adjusted bank statement balance for June 2019 was UGX 434,413,877.

Bank reconciliation statements were prepared on monthly basis including the General Ledger Reconciliation Summary duly authenticated by relevant Bank authorities up to closure of FY 2018/2019 on 30th June, 2019 upon which draft accounts for FY 2018/2019 were accordingly prepared and submitted to the OAG on schedule

The Council Bank account was held at Stanbic Bank – Ntugamo Branch in Ntugamo. The last updated reconciliation summary seen was for September 2019.

The authenticated bank reconciliation statements were printed out by CFO.

The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

- 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.

The Council used EFT payment system in all settlements and all the sampled payments on file were payment vouchers for contracts under Education, Water and Health sectors which were made on time within 30 days. Some examples were as follows:

- Under Education sector, payment to Nuatu Consult Limited for a contract for construction of three classroom block at Rutunguru Primary school. The contract sum was UGX 126,585,562. The report for the completion was submitted by the engineers on 12th March, 2019 and was verified by the senior assistant Engineering Office on the same date. Final payment certificate was dated 12th March, 2019. Claim for payment was submitted on 12th March, 2019. It was verified by DEO, District Engineer and was approved by CAO on 12th March, 2019. Payment voucher was prepared for payment on 26th March, 2019.
- Under Health sector, payment was made to KWED Construction Limited for a contract for upgrading of Kyamwasha and Karuruma HC IIs to HC IIIs. The contract sum was UGX266,341,104. The Interim Payment Certificate was dated 11th June, 2019. Payment Voucher for UGX. 183,319,448 was made on 26th Jun., 2019 and payment was effected on 4th July, 2019.
- Under Water sector, payment was made to RHIMS Development (U) Ltd. For a contract for the construction of 4 water protected springs at Kanyere, Ntungamo Village, Katembatebe and Kaburangire. The contract sum was UGX 19,779,644. The Certificate of Completion was dated 9th January, 2019. Claim for Payment Certificate was dated 3rd January, 2019. Relevant verifications from DWO and water engineers were made on 9th January, 2019. Payment voucher was prepared on 26th March, 2019 and payment was effected on the same date.

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 the LG has a substantive Senior Internal Auditor: 1 point.
- LG has produced all quarterly internal audit reports for the previous FY: score 2.

The Senior Internal Auditor was currently the Acting DIA following the demise of the substantial DIA recently. Mr. Lawrence Karugaba the Acting DIA holds a B Com degree awarded from Makerere University in 2014. He also holds Diploma in Business studies and Post Grad. Diploma, in Business Administration from MUBS and currently he was a student of the Institute of Certified Internal Auditing.

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"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Quarterly Internal Audit Reports for FY 2018/2019 were produced as follows:</p> <p>Quarter 1 report on 8th November, 2018</p> <p>Quarter 2 report on 21st February, 2019</p> <p>Quarter 3 report on 12th June, 2019</p> <p>Quarter 4 report on 25th July, 2019</p>	2
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The LG provided information to Council and PAC on status of implementation of internal audit findings in a management letter dated 18th October 2019, ref: DLA 39/46/01/19. Information covered issues such as audit of Final Statements, expenditure, budget performance, procurement of public works, payroll and youth livelihood program. The letter indicated that these issues had all been addressed</p>	2
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>Action by the Accounting Officer, LG PAC on Internal Audit Queries raised during FY 2018/2019 reports produced on:</p> <p>1st Quarter on 12th November, 2018</p> <p>2nd Quarter on 21st February, 2019</p> <p>3rd Quarter on 14th June, 2019, and</p> <p>4th Quarter on 25th July, 2019</p> <p>The Internal Audit reports were submitted to LG PAC who reviewed them as required. For example, LG PAC sat on 1st February, 2019 and discussed IA report of Q1 for FY 2018/2019 concerning irregular funding of council and irregular payment of salaries, pensions and gratuity, loan deductions and disbursements under Minute no.: NDGL/DPAC/04/02/2019. During Q4, O 15th – 17th May, 2019, DPAC also considered the IA report of audit inspections of all the 45 government primary schools in the district on implementation of the Nutrition Program under Min. No. NDL/DPAC/04/03/2019. The issues raised by IA were appropriately followed up.</p>	1

19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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 	<p>The assessment team saw evidence that the Council operated both the manual and the computerised system of the assets' register. The register was detailed and was updated regularly for assets including buildings, land, motor vehicles, ICT equipment, furniture and fittings as well as machinery and equipment. The Council was compliant with regulations regarding maintenance of the asset's registers.</p> <p>The accounting manual of the assets' register indicated the form of asset by physical location, vote and department (i. e whether for council, finance, works/water community based, education, health etc.)</p> <p>The Council maintained the Board of Surveys register indicating various stages of O&M of the assets including those recommend for disposal.</p> <p>A print out of the assets register indicating categories mentioned above were availed to the team for example a 3- classroom block at Kamahuri that was built last Financial Year.</p>	4
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>The Auditor General's Opinion on the Financial statements of Ntungamo DLG for the Financial Year ended 30th June, 2019 was Unqualified.</p>	4

Governance, oversight, transparency and accountability

The LG Council meets and discusses service delivery related issues

Maximum 2 points on this performance measure

• 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

The LG Council met and discussed service delivery related issues as provided in the minutes below:

• Quarter 1: meeting held on 31st July, 2018 and discussed under Min. No. NDLG/COU/17/07/2018 (i) Approval of Area Land Committee of Rwoho Town Council and (ii) Up grading of Kishama SS in Ruhama East to a government aided school.

• Quarter 2: meeting held on 18th December, 2018 and discussed under Min. No. NDLG/COU/38//12/2018, discussed (i) Council Bill on Environmental Protection and Management Ordinance, (ii) Need to carry out an audit of Ntungamo Health Training Institute and (iii) The need for Health units on government land to enter in clear MoW arrangements, Public/Private partnerships.

• Quarter 3: meeting held on 1st March, 2019 and under Min. No NDLG/COU/08/03/2019

(i) Allocating 2 acres of land to MTAC at Ntungamo S/C Headquarters for construction of institutional campus

(ii) Approved creation of new administrative units of Nyakyera, Rugarama, North Sub County.

• Quarter 4: meeting held on 30th May, 2019 and under Minute no NDLG/COU/20/05/2019 discussed,

(i) Co-option of Ms. Kabeiye Jennifer to the PAC representing urban councils.

(ii) Relocation of Mushasha and Kitembe villages to a nearer S/C of Nyarutuntu.

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"> • Evidence that LG has designated a person to coordinate response to feed-back (grievance/complaints) and responded to feedback and complaints: score 1. 	<p>Ntungamo DLG had the Information Officer as the designated officer designated to handle complaints/grievances vide letter of designation signed by CAO dated 1st. November, 2018.</p> <p>The Local Government of Ntungamo had a designated officer, Mr. Kushaba Anthony to receive and record grievances. Two suggestion boxes were seen at the entrance of the District offices.</p> <p>There was however no evidence that the officer designated responded to feedback.</p> <p>There was no record of complaints raised nor responses seen.</p> <p>Complaints register seen for staff issues related to salaries but no there was no general public grievances were seen recorded.</p> <p>.</p>	0
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>There was a complaint register and two suggestion boxes at the entrance of the Administration block.</p> <p>The CAO also informed the PAT that most of the complaints/grievances were directed to the Chairpersons office, office of the RDC and the Courts of law in the district</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"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>The Local Government Notice board had the LG payroll for October, 2019 and</p> <p>Pensioner schedule clearly displayed on the Notice Board .</p>	2

23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</p>	<p>PDU had publicized the Procurement Plan for FY 2019/20 at the District Notice Board.</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 performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</p>	<p>A summary of Last FY LG National Assessment performance results was posted on PDU Notice Board at the entrance of the main Administration Block. The displayed results were not dated</p>	1
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<p>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</p>	<p>Evidence of HLG communication of guidelines, circulars and policies issued by national level to lower local Govts. Seen as follows;</p> <p>i) Circular dated 31st October, 2019 on First Budget Call Circular for FY 2020/21 Budgeting. IPFs for the financial year Written by the CAO to lower local governments from the Ministry of Finance seen</p> <p>ii) Communication dated 9th January, 2019 to Sub County Chiefs on computation Values for items/market dues seen. The invited Attendance Register and Minutes dated 26th February, 2018 were on file.</p>	1
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<p>• Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</p>	<p>There was evidence that the District had conducted discussions with the public to provide the status of activity of implementation vide receipt of 2 Radio Talk shows by District Agricultural Officer dated 24th September, 2019.</p> <p>The following participated in the Talk shows;</p> <p>a) Mr. Singahachi Denis (District Chairperson)</p> <p>b) Ms. Atwine Esther (District Agricultural Officer)</p> <p>c) Mr. Ndibalema (Chair person, Tea Farmers Association)</p>	1

Social and environmental safeguards

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.

Mugume Benon a Senior Probation and Welfare Officer was appointed on 25th November, 2005 as directed by DSC Min No 149/2005 as a Gender Focal Point Officer on 21st December, 2011 as directed by DSC Min No 2/2011.

Mugume Benon was first appointed as Probation and Welfare Officer on 15th April, 2002 as directed by DSC Min No 15/2002. He was confirmed as a Probation and Welfare Officer on 11th February, 2004 as directed by DSC Min No 147/2004.

In the report dated 17th December, 2018, the Gender focal point person mentored all sub county planners on gender mainstreaming in development, planning and budgeting. He went ahead to impart skills and knowledge to the sub county planners to mainstream gender in LLG.

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 implement-ted: score 2.

There was evidence that the Gender focal point person planned minimum 2 activities for current FY 2019/2020 to strengthen women's roles and address vulnerability.

The activities planned for FY 2019/2020 include:

Women councils at UGX 6,315,838.

Conducting Gender Mainstreaming and Awareness at UGX 590,000.

Follow up of domestic violence cases at UGX 550,000.

Tracing and Settlement of Abandoned children at UGX 2,800,000.

Youth councils at UGX 5,886,970.

Youth Livelihood Programmes (YLP) at UGX 526,744,422.

During the FY 2019/2020 the Budget was UGX 618,629,143

The activities planned for FY 2018/2019

Include:

FAL Activities at UGX 16,490,248.

Women council UGX 6,802,388.

Disability council at UGX 3,401,196.

Special grant for PWDs at UGX 39,008,392.

Community Workers non-wage at UGX 7,041,307.

Probation and Social Welfare at UGX 8,000,000.

Youth Livelihood Programmes (YLP) and UWEP at UGX 806,148,860.

Actual Expenditure for FY 2018/19 was therefore UGX 894,194,779.

The Budget for FY 2018/2019 was UGX 899,562,379.

Percentage execution was = $894,194,779 \times 100$

899,562,379

= 99.4%

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

- 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

Maximum 6 points on this performance measure

There was evidence that Environmental screening was carried out for projects and that mitigation measures were planned for as indicated below.

Construction of 3 Classroom block at Rutunguru Primary School in Rutunguru Sub County.

Screening form was seen dated 29th January, 2019 and signed by Environment officer.

Monitoring report was seen dated 27th July, 2019 signed by Environmental Officer and Probation Welfare Officer.

Construction of a Mini Veterinary phase II at District Headquarters in the Central Division.

Screening form seen dated and signed by the Environmental officer on 31st January, 2019.

Monitoring report seen dated 10th April, 2019 signed by Environmental Officer and Probation Welfare Officer.

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

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

Maximum 6 points on this performance measure

Procurement NTUN546/WRKS/2018-2019/00001 bid document for construction of 3 Classroom block at Rutunguru Primary School in Rutunguru Central indicated that BoQs item No 10 was for the lightening protection at UGX 1,960,000.

Procurement NTUN546/WRKS/2018-2019/00015 bid document for Construction of 4 water springs lot 1 indicated BoQs item No 8 was protecting source in front of structure inclusive of planting suitable grasses at UGX 110,000.

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"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>There was evidence that projects are implemented on the land where the LG had proof of ownership for instance;</p> <p>Renovation works on outpatient department block at Rubaare Health Centre Rubaare Town Council in Rushenyi County on plot 134 block 21 kyabukuju 1 Rubaare File No LWND/2571 hectares 12.252.</p>	1
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"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>Although the Environmental and Social Certification forms were signed by the Environmental Officer, they lacked the signature of the CDO.</p>	0

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was evidence of Environmental and social clearance before payments for instance;</p> <p>Payment for upgrading of Kyamwasha and Karuruma Health Centre IIs and Renovation of OPD block at Health Centre IV had clearance form prepared and endorsed by Environmental Officer Tumwebaze Dinah on 25th February, 2019.</p>	1
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"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>Although there were no monthly reports prepared by the Environmental Officer and CDO, the two officers were preparing on-spot inspection and monitoring reports which were later consolidated into quarterly reports.</p> <p>The officers put it before the PAT that due to resource constraints and the implementation duration of small projects like Latrines construction, it is not possible to carry out monthly supervision.</p>	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG Education Department had a final approved work plan for FY 2019/20 with a wage bill of UGX 24,192,289,000 for 2137 teachers on ground (i.e. 112 substantive H/Teachers, 140 substantive Deputies and the rest being teachers) as per the Ntungamo District Approved Budget Estimates for FY 2019/20, Vote: 546, Pages 27-41, dated 26th July, 2019.</p> <p>This was for 242 schools as per the staff list.</p> <p>$2137/242 = 8.830$ teachers per school.</p>	4
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG had 242 Government Primary Schools which had teachers on ground (i.e. only 112 substantive H/Teachers, 140 substantive Deputies and the rest being teachers) as per the staff list at the DEO's office.</p> <p>The following schools were sampled and visited;</p> <ul style="list-style-type: none"> • Rutunguru P/s in Kagarama Town Council with a H/Teacher who was not Substantively appointed and 8 teachers • St Francis Rwashamaire P/s in Rwashamaire Town Council with a Substantive H/Teacher and 14 teachers • Kitunga P/s in Rwashamaire Town Council with a Substantive H/Teacher and 22 teachers • Rwensinga P/s in Nyabuhoko Sub County with a H/Teacher who was not Substantively appointed and 8 teachers • Kamunyiga P/s in Kagalama Town Council with a Substantive H/Teacher and 7 teachers 	0

2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>The Local government structure required a ceiling of 2462 teachers however 2137 teachers were on ground because of the inadequate wage bill. The 2137 consumed the entire wage bill of UGX 24,192,289,000.</p> <p>2137 /2137 *100=100% which constitutes 100% utilisation of wage.</p>	6
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"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The staff structure had a provision of three positions of inspectors which all were filled as evidenced below;</p> <ol style="list-style-type: none"> 1. One Senior Inspector of Schools as per the appointment letter under the names of; Mr. Bahati Fred, dated 14th April, 2014, Ref. CR/160/1 under DSC Min. No. 31/2014. 2. One Inspector of Schools as per the appointment letter under the names of; Mr. Bakaijagye Benon, dated 2ndFebruary, 2015, Ref. CR/160/1, under Min. No. 7(1)2015. 3. One Inspector of Schools as per the appointment letter under the names of; Mr. Gumisiriza Francis, dated 2ndFebruary, 2015, Ref. CR/156/1, under Min. No. 7(2)2015. 	6
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>However the LG Education Department submitted a recruitment plan for FY 2019/20 to the CAO on 20th June, 2019 under reference no CR 156/1 for 120 teachers and for other vacancies below;</p> <ul style="list-style-type: none"> • 1 Sports Officer • 102 Deputy Head Teachers(Primary) • 130 Head Teachers(Primary) • 97 Senior Education Assistants 	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"> • School Inspectors: score 2 	<p>The post of School inspectors was filled and therefore not included in the recruitment plan.</p>	2
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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"> • 100% school inspectors: score 3 	<p>Ntungamo District Inspector of Schools and the two Inspectors of Schools were appraised during the Financial under review as shown below;</p> <ul style="list-style-type: none"> • The Senior Inspector of Schools, DIS Bahati Fred was appraised by the DEO on 2nd July, 2019, • Inspector of Schools, Gumisiriza Francis was appraised by the DIS (Senior Inspector of Schools) on 19th August, 2019 • Inspector of Schools, Bakaijagye Benon was appraised by the DIS (Senior Inspector of Schools) on 26th July, 2019 	3
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<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>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers 	<p>The PAT sampled five Head teacher's files of appraisal and reviewed them to ascertain evidence of Appraisal by the Sub county chiefs. The review indicated that all the five were by their respective Senior Assistant Secretaries (SAS) and Town Clerks in the last calendar year;</p> <p>Kakooko Francis the Head Teacher of Mirama Community PS was appraised on 21st February, 2019 by Aneimbabazi Evelyne the SAS Ruhama East,</p> <p>Asiimwe Franco the Head teacher Kiina PS was on 15th April, 2019 by Bemanya Godwin the Town Clerk Nyamunuka,</p> <p>Mujuni Benson the Head teacher Nyakabare PS was appraised on 4th December, 2018 by Bemanya Godwin the Town Clerk Nyamunuka</p>
<p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>Bamama Jesca the Headteacher Kashoro PS was appraised on 7th December, 2018 by Muriisa Frank, SAS Nyakyera Sub County</p> <p>Byarugaba Lauriano the Head teacher of Nyarubaare PS was appraised on 7th June, 2018 by Tindirwebwa Alex Ntungamo Sub county</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>There was evidence that the LG Education Department communicated guidelines, policies, circulars issued by the national level in the previous FY.</p> <p>From the DEO's office;</p> <p>Letter from Ntungamo DLG to the CAO on Report on Co-Curricular Activities, dated 24th August, 2018.</p> <p>MoES letter to Ntungamo District on Invitation to the Early Grade Reading National Stakeholders' Meeting at Royal Suits, Bugolobi-Kampala, dated 3rd July, 2018, Ref. ADM/48/118/01.</p> <p>MoES circular to the Education Department on Guidelines on School Charges, dated 29th October, 2018, Ref. ADM/48/139/03.</p> <p>Circular from the MoES to all DEOs on Unlicensed/Unregistered schools (Re-issued) and Illegal Boarding Sections, dated 29th October, 2018, Ref ADM/48/139/03</p>
		<p>MoES circular to all Head Teachers on Enforcement of Kavera Ban in Education Institutions in Uganda, dated 4th October, 2018, Ref. ADM/53/263/01</p> <p>Circular from the DEO to All Head Teachers on Schools' and Other Institutions' Calender-2019, dated 19th November 2018</p> <p>Circular letter No.2 of 2018 from MoES to all CAOs on Withdrawal of Letters Assigning Higher Responsibilities/Caretaker role to Head Teachers, Deputy Head Teachers of Secondary and Principals of BTVET and TIET Institutions, dated 19th December, 2018, Ref. ADM 48/315/01</p> <p>MoES letter to All Local Government Accounting Officers on Payment of Capitation Grants to Wrongly Placed Schools/Institutions in FY 2018/19, dated 6th February, 2019, Ref.</p>

MoES letter to the CAOs on Needs Assessment for All Government Schools/Institutions Requiring De-Roofing of Asbestos Sheets and Replacement with Iron Sheets, dated 15th February, 2019, Ref. EPD/197/335/01

MoES letter to All CAOs on Phasing out Public Private Partnership (PPP) Schools, dated 7th March, 2019, Ref. EPD 192/3335/01

MoES Circular No.11/2019 to CAOs on Management and Utilisation of the Education Department Vehicles, dated 13th March, 2019, Ref. ADM/43/90/01.

MoES Circular No. 12/2019 on Ban of Buying Examinations from Commercial Examination Bureaus, dated 13th March, 2019, Ref. ADM/48/90/01.

MoES letter to the CAO on Invitation to District Education Officers and Municipal Education Officers' Annual General Meeting 13th - 16th May 2019, dated 26th April, 2019, Ref. ADM/137/157/01.

MoES letter to the CAO on Training of P.3 and P.4 Teachers in Early Grade Reading, dated 25th April, 2019.

Letter from the DEO to All Head Teachers of Government and Private Primary Schools, dated 21st March, 2019.

Circular from the CAO to The Permanent Secretary, Ministry of Education & Sports on Request for Government Grant for Kitwe Secondary School, dated 30th April, 2019, Ref. CR/350/1.

Letter from the Education Department to All Teachers on Guidelines for Online Teacher Registration, dated 19th May, 2019.

Letter from the DEOs office to all Head Teachers of Primary Government Aided Schools in Ntungamo District on Education Department, Guidelines, and Communications, dated 20th June, 2019 where Head Teachers were asked to collect circulars, guidelines or communications from the Department secretary immediately.

MoES letter to the DEO on Nomination of Participants to the National Primary Schools Teachers Conference (4th -7th September 2019), dated 7th May, 2019.

From the schools that were sampled and visited;

Rutunguru P/s in Kagarama Town Council with Circular from the MoES to all DEOs on Unlicensed/Unregistered schools (Re-issued) and Illegal Boarding Sections, dated 29th October, 2018, Ref ADM/48/139/03.

MoES circular to the Education Department on Guidelines on School Charges, dated 29th October, 2018, Ref. ADM/48/139/03.

MoES letter to the DEO on Nomination of Participants to the National Primary Schools Teachers Conference (4th -7th September 2019), dated 7th May, 2019.

MoES circular to all Head Teachers on Enforcement of Kavera Ban in Education Institutions in Uganda, dated 4th October, 2018, Ref. ADM/53/263/01

St Francis Rwashamaire P/s in Rwashamaire Town Council with Circular No.16/2019 from MoES TO ALL CAOs on Information to District Education Officers, District Inspectors of Schools, CCTS and Head Teachers of All Government Primary Schools, dated June 19th, 2019, Ref. ADM/48/90/01

Kitunga P/s in Rwashamaire Town Council with MoES Circular No. 12/2019 on Ban of Buying Examinations from Commercial Examination Bureaus, dated 13th March, 2019, Ref. ADM/48/90/01.

Letter from the CAO to all Heads of Department on Submission of staff lists, dated 29th October, 2018, Ref. CR/152/1

Rwensinga P/s in Nyabuhoko Sub County with Guidelines for online teacher registration dated 19th May, 2019.

MoES Circular No. 12/2019 on Ban of Buying Examinations from Commercial Examination Bureaus, dated 13th March, 2019, Ref. ADM/48/90/01.

Circular from the MoES to all DEOs on Unlicensed/Unregistered schools (Re-issued) and Illegal Boarding Sections, dated 29th October, 2018, Ref ADM/48/139/03.

MoES circular to the Education Department on Guidelines on School Charges, dated 29th October, 2018, Ref. ADM/48/139/03.

MoES circular to all Head Teachers on Enforcement of Kavera Ban in Education Institutions in Uganda, dated 4th October, 2018, Ref. ADM/53/263/01

Kamunyiga P/s in Kagalama Town Council with a with Circular No.16/2019 from MoES to all CAOs on Information to District Education Officers, District Inspectors of Schools, CCTS and Head Teachers of All Government Primary Schools, dated June 19th, 2019, Ref. ADM/48/90/01

Letter from the Town Clerk to the Head Teacher on Invitation to Town Council End(F/Y) of Year Social Hour, dated 25th June, 2019, Ref. KGTC/KGTC

Letter from the Inspector of Schools to the Head Teacher on Itinerary for Dissemination of Inspection Findings, dated 4th June, 2019, Ref. EDU/2019/017.

Letter from the Inspector of Schools to the Head Teacher on 2019 P.L.E Items to be submitted to DIS's Office on June 19th 2019, dated 12th June, 2019, Ref. EDU/2019/018.

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>There was no evidence that the LG Education department held meetings with primary school head teachers and among others explained and sensitized on the guidelines, policies, circulars issued by the national.</p>
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<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>There was evidence that the schools were inspected as seen in the documents in the DEO's office and the sampled schools.</p> <p>From DEO's office;</p> <p>1st& 2nd Quarter school inspection was done in Term 111, 2018 dated 11th December 2019</p> <p>These two quarters were usually submitted together because according to the DEO, schools follow the term system so the MoES decided to combine these first two quarters.</p> <p>3rd Quarter school inspection was done in Term 1 2019, dated 30th June, 2019</p> <p>4th Quarter school inspection was done in Term 11 2019, dated 24th September, 2019</p> <p>There was evidence that schools were inspected as seen in the visitor's books and school monitoring and inspection books of the schools visited;</p> <ul style="list-style-type: none"> • Rutunguru P/S inspected on 29th September 2018, 11th February, 2019 by Ms. Atukunda Smart, on 4th July 2018, 4th July, 2018(feedback report available) by Mr. Gumisiriza Francis together with Mr. Benon Bakaijagye and Ms. Esther Atwine, on 4th December, 2018 by Mr. Tumwebaze Onesmus, on 3rd February, 2019 by Mr. Singahakye Deus, on 12th March, 2019 by Mr. Arigye Odo, on 3rd April, 2019 by Mr. Bakinda George. • St Francis Rwashamaire P/s inspected on 30th July, 2018 by Mr. Mugure Benon, on 13th August 2018, 2nd October 2018, 11th November 2018, 12th February 2019 by Mr. Taritweba Dan, on 15th October, 2018 by Ms. Ndyareba Happy with Mr. Nabasa Gordon, on 31st October, 2018 by Mr. Bahati Fred with Ms. Atukunda Smart and Mr. Gumisiriza Francis, on 13th November, 2018 by Ms. Atukunda Smart, on 14th February, 2019, 19th June, 2019 by Mr. Bakaijagye Benon. No feedback reports were availed to the PAT from this school • Kitunga Boarding P/s inspected on 4th July 2018 by Mr. Mugume Benon, on 6th July, 2018, 5th November, 2018 by Mr. Arigye Odo, on 11th July 2018 by Mr. Tumwebaze Onesmus, on 9th August, 2018 by Ms. Ndyareba Happy, on 16th August, 2018
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by Mr. Nabaasa Gordon, on 19th October, 2018, 26th October, 2018, 12th February, 2019, 18th March, 2019, 30th April, 2019, 10th June 2019 by Mr. Taritweba Dan, on 30th November, 2018, 18th February 2019 by Ms. Atukunda Smart. No feedback reports were availed to the PAT from this school

- Rwensinga P/s inspected on 12th July 2018(feedback report available) by Mr. Benon Bakisagye, on 2nd September, 2018, 15th November, 2018, 24th June, 2019 by Ms. Atukunda Smart, on 18th October, 2018(follow-up reports available) by Mr. Ariyo Yabez, on 5th November, 2018 by Mr. Jamil Kwesiga, with Mr. Arigye Odo and Mr. Mwesigye Serwanga, on 16th November, 2018 by Mr. Tumwebaze Emmanuel, and on 12th June, 2019 by Mr. Koosa Edidah.

- Kamunyiga P/s inspected on 18th July 2018 by Ms. Nuwagaba Resty, on 31st October, 2018, 11th February, 2019 by Ms. Atukunda Smart, on 23rd November, 2018 by Mr. Arigye Odo, on 4th November, 2018, 11th March, 2019 by Mr. Arinaitwe Benson, on 12th March, 2019, 19th June 2019(feedback report available) by Mr. Benon Bakaijagye, on 19th March, 2019 by Mr. Ntorinwe Didas, on 11th March, 2019 by Mr. Musinguzi Ruhimba with Nansamba Ritah, 28th March, 2019, 29th March, 2019, 22nd March, 2019 by Ms. Tugume Immy, 229th March, 2019 by Mr. Bahati Fred, and on 24th June, 2019 by Mr. Timuzigu Kamugisha.

8

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

- Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4

There was evidence that school inspection reports were discussed and used to make recommendations for corrective actions as seen below;

From DEO's office;

Minutes of Education Department Staff meeting held on 20th September 2018 in the DEO's office under minute 09/2018 where the inspector of schools gave a report on inspection and findings included inadequate teachers in schools, transfer of some teachers to other districts but no replacement made so far, despite several warnings, alcoholism of some teachers had brought absenteeism and inefficiency in schools. He lastly read the names of 9 undisciplined teachers who needed to be disciplined according to the level of their actions

Minutes of Education Department Staff meeting held on 4th March 2019 in the DEO's office under minute 09/2019(D) where the Inspectors of schools gave reports on inspection and findings included inadequate teachers, transfer of some teachers to other districts but no replacement made so far, despite several warnings, alcoholism of some teachers had brought absenteeism and inefficiency in schools and he was concerned about the inspection funds which he said was little as per 2nd Term Release.

Letter from the Inspector of Schools to the Head Teacher on Itinerary for Dissemination of Inspection Findings, dated 4th June, 2019, Ref.EDU/2019/017.

4

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• Evidence that the 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

There was evidence that the Education Department submitted school inspection reports for Q 1 & 2 and 3 to the DES MoES Kampala Office and an acknowledgement letter showing date of submission, however the Q 4 report for 2nd term hasn't yet been submitted to DES Kampala Office as indicated below;

From MEO's office;

1st& 2nd Quarter school inspection was done in Term 111, 2018 dated 11th December 2019 and, and the report submitted to DES Kampala office on 17th January, 2019.

These two quarters were usually submitted together because according to the MEO, schools follow the term system so the MoES decided to combine these first two quarters.

3rd Quarter school inspection was done in Term 1 2019, dated 30th June, 2019 and submitted to DES Kampala office on 8th August, 2019.

4th Quarter school inspection was done in Term 11 2019, dated 24th September 2019 and submitted to the DES Kampala office on 22nd October, 2019

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• Evidence that the inspection recommendations are followed- up: score 4.

There was evidence that the inspection recommendations are followed-up as seen below;

Minutes of Education Department Staff meeting held on 20th September 2018 in the DEO's office under minute 08/2018 where the Education Officer i/e SNE said that the meeting was especially due to stubborn teachers, she had written some warning letters to them but feedback had not come and even those that were asked to write apologies some had not responded. These teachers were to be further dealt with. She wished for appropriate contributions

Minutes of Education Department Staff meeting held on 4th March 2019 in the DEO's office under minute 08/2019(D) where the Education Officer i/e SNE said that the meeting was especially due to stubborn teachers, she had written some warning letters to them but feedback had not come and even those that were asked to write apologies some had not responded. These teachers were to be further dealt with. She wished for appropriate contributions

The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES

Maximum 10 for this performance measure

- Evidence that the LG has submitted accurate/consistent data:
 - o List of schools which are consistent with both EMIS reports and PBS: score 5

A list of schools which was consistent with EMIS report and PBS was available and it showed 242schools as per the template for capturing Pupil Enrolment by Schools for FY 2019/20 for Ntungamo District Local Government submitted to the office of the Commissioner Education Planning MoES on 10th September, 2019.

The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES

Maximum 10 for this performance measure

- Evidence that the LG has submitted accurate/consistent data:
- Enrolment data for all schools which is consistent with EMIS report and PBS: score 5

The LG submitted accurate/ consistent enrolment data for all schools which was consistent with EMIS report and PBS which was 99,496 pupils as per the template for capturing Pupil Enrolment by Schools for FY 2019/20 for Ntungamo District Local Government submitted to the office of the Commissioner Education Planning MoES on 10th September, 2019.

Governance, oversight, transparency and accountability

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that education sector committee met during FY 2018/19 and discussed issues among others related to service delivery such as;</p> <p>One of the meeting was held on 12th September 2018 and the issues discussed by the joint standing committee included under Min NDLG/HEC/06//09/2018(b) issues presented by the Inspector of schools who informed members that construction of latrines for 3 schools was complete. 5 schools were mentioned whose classroom blocks were still under construction. There was a necessity to create a principal position in order to avoid importing the DEO from other Districts whenever that position falls vacant. An issue concerning Nyamabare Community PS was raised where the contractor contracted to construct 7-classroom block did a 5-classroom block and this was forwarded to the DEO.</p> <p>A meeting was held on 17th January, 2019 and the issues discussed by the joint standing committee included under Min NDLG/HEC/06//01/2019(a) where a report was given on Ntungamo Primary Teachers College that has a number of challenges which includes high rent fees which is not sustainable, lack of appointment letters for staff, irregular payment of school fees by students. A report on Rushenyi Polytechnic institute was also given and challenges faced included lack of enough items to use for practical lessons, lack of appointment letters for staff which demotivates workers, and few beds to help in accommodation.</p>
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The LG committee re- sponse for education met, discussed service delivery issues and pre- sented issues that require approval to Council

Maximum 4 for this performance measure

• Evidence that the education sector committee has presented issues that require approval to Council: score 2

The following were recommendation made to council from discussion of meeting held on 12th September 2018 under Min NDLG/HEC/06//09/2018(b)

- DEO to follow the issue on Nyamabare Com PS and also the committee to go there for monitoring of that school.
- DEO was tasked to make a comprehensive report on Nyamabare Com PS and put it in the Office of the Clerk to Council for committee members.
- Creation of principal position in the Education Department and other Departments where they would be needed.
- District internal promotions to workers who qualify to the higher posts than advertising externally.

The following were recommendations made to council from discussion of meeting held on 17th January, 2019 under Min NDLG/HEC/05//01/2019(a)

- there should be negotiation with the land lord about the terms of renting the premises
- plans to terminate the contract and look for an alternative location should be considered.
- plans to shift to a new location at Obuyora in Rubaare Town Council where the District owns a lot of un occupied land should be initiated.
- there should be higher involvement of the stakeholders to solicit support for the school and more adverts should be emphasized to help the school continue to grow.
- all workers should be given appointment letters immediately.
- more strategies to help in sustaining the school should be put in place e.g fundraising to raise more funds, lobbying support from external partners and the District Chairperson should take lead in all.

Primary schools in a LG have functional SMCs

Maximum 5 for this performance measure

Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)

- 100% schools: score 5
- 80 to 99% schools: score 3
- Below 80 % schools: score 0

There was evidence that Primary Schools in Ntungamo District had functional School Management Committees, held meetings, and discussed budget and resource issues including submission of reports.

Ntungamo DLG had 242 Government Primary school, out of 242 government Primary Schools in Ntungamo District Five (5) were sampled i.e. Rutunguru P/s, St Francis Rwashamaire P/s, Kitunga P/s, Rwensinga P/s, Kamunyiga P/s.

Rutunguru P/s School Management Committee held a meeting on 8th October, 2018 under Min 17/2018 where the chairperson gave a financial report with a total budget of UGX 6,551,000 and only 5,810,500 was collected and that gives 88% of the total budget, UGX 748,000 was not collected which is 12.3%. of that collected, only UGX 5804300 was fully utilized and left the balance of UGX 6200.

Rutunguru P/s School Management Committee held a meeting on 26th June, 2019 under Min 28/2019 the chairperson gave a

financial report which was as follows

Source Budgeted Actual Variance %

PTA Fund 8.677.00 7.050.200 1.628.800 81%

UPE Fund 1.030.000 1.030.000 - 100%

Total Fund 9.707.000 8.084.200 1.622.800 83%

Under minute 29/2019 the PTA budget estimates 2019 was given by the Head Teacher which an estimated income of 17,202,600

St Francis Rwashamaire P/s School Management Committee held a meeting on 28th June, 2019 under Min 18/2019 where it was mentioned that school gate was procured but not yet allocated due to budget shortfalls, fencing of the school was worked on, latrine was allocated i.e pit dug and walls and roofing set up and plans already underway to work on its plastering. Under Min 19/2019 UPE Capitation Grant of 2nd Term 2019 of UGX 2,500,235 was supposed to be deposited on the school account but unfortunately there was an error and deposited on the bank account of Kasana PS in Bushenyi. It was after seeking the CADS intervention that the first batch of UGX 933,040 was transferred back and the 2nd batch of 1.567.195 at a later date and all this at St Francis Rwashamaire's cost. The same problem happened in 3rd Term OF 2018.

St Francis Rwashamaire P/s School Management Committee held a meeting on 2nd March, 2019 under Min 8/2019 where a member asked about the 7M in 2017 and 2018 was paid to which the Head Teacher replied that some had been paid. The income of UGX 67,348,681 and expenditure of UGX 67,182,427 were also presented and the balance was 166,254, cash at hand 146,393 and 19,861 was in the bank. Under Min 11/2019 Estimates for 2019 of UGX 169,659,254, expected income of UGX 69,659,254 were presented. Under Min 12/2019 a three-year development plan was presented which included; constructing teachers houses, cementing classrooms, fencing the school, plastering and putting metallic windows and doors

Kitunga P/s School Management Committee held a meeting on 28th November, 2018 under Min 04/SMC/03/2018 where the Head Teacher mentioned that they plan to complete the boys' dormitory, renovate the P.1 block, renovate the P7 block, construct a computer lab/classroom and construct staff houses. Under Min 07/SMS/03/2018 a financial report was presented which included among many other issues the UPE Budget Estimates for the year 2018 of UGX 7,160,000 whose accountability was presented to members, its receipts accepted and payments for 3rd term 2018 accepted. Members also passed the budget estimates for the year 2019

Kitunga P/s School Management Committee held a meeting on 26th April, 2019 under Min 05/SMC/01/2019 where the Head Teacher highlighted to the members the achievements of the school which included among others the renovation of the girls' dormitory, payment of the loan of 100,000 plus its interest, repairing the old boys' dormitory, payment of workers from January to March 2019, purchase of 16 litre tea flask, repair of furniture and purchase of 10 computers. Under Min 07/SMC/01/2019 the treasurer gave a financial report on receipts and payments from 1st January to 15th April 2019 which included income of UGX 148.661.000 expenditure ofUGX 129.686.950 and

a balance of UGX 18,974,500. Draft budget estimates for 2nd term 2019 amounted to UGX 158,221,500.

Kitunga P/s School Management Committee held a meeting on 10th August, 2018 under Min 04/SMC/02/2018 where the Head Teacher reported to members what had been done and this included among many the repair of teachers houses, construction of a 67 feet by 29 ft boys' dormitory, paying of staff their May, June, July salaries and wages, paying the last installment of the water purification system, installation of one battery of solar, construction of the school canteen and purchase of 10 computers and their accessories. under Min 07/SMC/02/2018 the school treasurer gave a report of school finances which included among many the UPE funds for 2nd term 2018 with income(release) UGX 1,950,000 expenditure UGX 1,900,000 and balance on account of UGX 50,000. the summary Draft Estimates for 3rd term 2018 expected income being UGX 133,706.00 and expected expenditure being UGX 133,706,000

Rwensinga P/s School Management Committee held a meeting on 16th August, 2018 under Min xi/2018 where the Head Teacher informed members that Government released UGX 1,307,000 as UPE Capitation Grant and the finance committee budgeted for it. Under minute xv/2018 the treasurer presented his report.

Rwensinga P/s School Management Committee held a meeting on 15th November, 2018 under Min 13/2018 where the Head Teacher talked about UPE Capitation Grant release of UGX 1,820,000 and the finance committee had planned for it according to their votes.

Rwensinga P/s School Management Committee held a meeting on 8th April, 2018 under Min 111/2019 where the Head Teacher talked about UPE Term 1 Capitation Grant release of UGX 1,320,000. Under Min vi 2019 that the boy's latrine needs repair, the new latrine needs a slab for security purposes, electricity to be installed in all classes and teachers' quarters, P1 class windows need new glasses to replace the broken ones,

Kamunyiga P/s School Management Committee held a meeting on 4th June, 2019 under Min 2019/2/18 where the PTA Accountability 1st Term 2019 was presented under Min 2019/2/19 the budget estimates for 2nd term 2019 were also presented. Under minute 2019/2/20 it was resolved that school signatories were to be changed-the new Head Teacher to replace the old one.

Kamunyiga P/s School Management Committee held a meeting on 14th March, 2019 under Min 2019/1/18 where the UPE accountability for 3rd Term 2018 estimated amount of 930,000. Under minute 2019/1/9 the PTA building fund accountability Term 3 was given. 2019/1/10 UPE estimates Term one 2019 of UGX 716,603 was also given. Under Minute 2019/1/11 PTA building fund estimates Term 1 2019 of UGX 1,584,000 was also given

Kamunyiga P/s School Management Committee held a meeting on 15th September, 2019 under Min 2018/3/27 where a tour of the school was done and members suggest that the girls latrine needs serious thought and planning on repairing the cracked latrine floor. To put the old classroom building on sale at the cost of UGX 1.5M.

12	<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG has publicised all schools receiving non- wage recurrent grants e.g. through posting on public notice boards: score 3</p>	<p>There was evidence that the LG publicized and displayed a list of all schools receiving non-wage recurrent grants during FY2018/19 as per the Education District Notice Board, dated 6th October, 2019.</p>	3
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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>There was evidence that the LG Education Department submitted procurement inputs complete with all technical requirements to PDU that cover all items in the approved Sector annual work plan and budget for FY 2019/20.</p>	4
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Financial management and reporting

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</p>	<p>The Council used EFT payment system in all settlements for all the sampled payments. Payment Vouchers on file under Education sector indicated that all payments were made on time and within 30 days. Some examples were as follows:</p> <ul style="list-style-type: none"> • Payment to M/s Nuatu Consult Limited for a contract for construction of three classroom block at Rutunguru Primary school. The contract sum was UGX 126,585,562. The report for the completion was submitted by the engineers on 12th March, 2019 and was verified by the senior assistant Engineering Office on the same date. Final payment certificate was dated 12th March, 2019. Claim for payment was submitted on 12th March, 2019. • It was recommended by DEO, District Engineer and was approved by CAO on 12th March, 2019. Payment voucher was prepared for payment on 26th Mar., 2019. • Payment too M/s ASIIBE Co. (U) Limited for contract for the construction of 3 classroom block at Amahuri Primary School. The contract sum was UGX 33,134,199. The Final Payment Certificate was dated on 6th March, 2019 and the contract completion report was submitted on 7th March, 2019 by the Senior Assistant Engineering Officer (MoES), verified by the DEO on 7th Mar., 2019. The claim for payment was submitted on 7th March, 2019. The necessary verifications and recommendations were made by District Engineer, Senior Assistant Engineering Officer (MoES) and DEO. The CAO approved the voucher for payment on 13th March, 2019 and payment voucher and payment was made on 26th March, 2019. 	3
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</p>	<p>As noted from the submission forms, the Education Department submitted its Annual Performance report (4th Quarter) on 10th July 2019 to the District Planner for consolidation, which was within the prescribed mandatory timeline of Mid-July 2018. Other quarterly submissions were as follows;</p> <p>1st Quarter 8th October 2018</p> <p>2nd Quarter 7th January, 2019</p> <p>3rd Quarter 20th April 2019</p> <p>4th Quarter 10th July 2019.</p>	4

LG Education has acted on Internal Audit recommendation (if any)	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year 	Satisfactory action was taken on the five queries raised by the Internal Auditor during FY 2017/2018 and all were cleared:
Maximum 4 for this performance measure	<ul style="list-style-type: none"> o If sector has no audit query 	<p>The Education Sector provided information on the five issues to the IA on the status of implementation of all audit findings regarding the;</p> <ul style="list-style-type: none"> • failure to account for funds, • mismanagement of funds, • failure of HT to prepare work plans and budgets, • non-functionality of school management committees, and • poor management of cash books.
	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:	There was sufficient evidence that the sector provided information on all these queries. This among others involved most Head Teachers seeking assistance and obtained training from the sub county accountants on various financial management topics (cash book management, reconciliation).
	score 2	
	o If all queries are not responded to	
	score 0	

Social and environmental safeguards

LG Education Department has disseminated and promoted adherence to gender guidelines	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>There was evidence that the Education Department promoted adherence to gender guidelines as showed below;</p> <p>The dissemination was through a letter from the DEO to all Head Teachers dated 25th July 2018 on Dissemination of Gender Guidelines.</p>
Maximum 5 points for this performance measure		

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<p>• Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</p>	<p>There was evidence that LG Education department in collaboration with gender department issued and explained guidelines on how to manage sanitation for girls and PWDs in Primary schools during the Headteachers meeting held on 4th February, 2019</p>	2
17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<p>• Evidence that the School Management Committee meets the guideline on gender composition: score 1</p>	<p>There was evidence of existence and functionality of SMC at the schools sampled and visited. The SMC met the guidelines on gender composition as evidenced in the schools the PAT sampled below;</p> <p>Rutunguru P/s in Kagarama Town Council with 12 of whom 3 were female</p> <p>St Francis Rwashamaire P/s in Rwashamaire Town Council with 12 of whom 4 were female</p> <p>Kitunga P/s in</p> <p>Rwashamaire Town Council with 12 of whom 4 were female</p> <p>Rwensinga P/s in Nyabuhoko Sub County 12 of whom 2 were female</p> <p>Kamunyiga P/s in Kagalama Town Council with 12 of whom 5 were female</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>	<p>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</p>	<p>There was no evidence that the LG Education department in collaboration with Environment department issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education</p>	0

<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>	<p>• 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:</p> <p>Score 1</p>	<p>There was evidence that the school infrastructure projects were screened before approval for construction as evidenced below on the screening forms with corresponding dates showing when they were signed;</p> <p>Construction of a 5-stance Latrine and kitchen at Rukoni PS at Rukoni West, dated 18th February, 2019.</p> <p>Construction of a 5-stance Latrine at Ibaare PS at Kibatsi Sub County, dated 20th February, 2019.</p> <p>Construction of a 5-stance Latrine at Maizi PS at Itoso Sub County, dated 18th February, 2019.</p> <p>Construction of a 3 Classroom block at Kamahuri PS at Rugarama Sub County, dated 29th January, 2019.</p> <p>Construction of a 3 Classroom block at Rutunguru PS at Kagarama Town Council, dated 29th January, 2019.</p> <p>Construction of a 2-classroom block with office and store, rehabilitation of 2 classroom blocks and 5-stance VIP latrine block at</p> <p>Ruzinga PS at Nyakyera Town Council, dated 23rd May,2019</p>
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<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>	<p>• The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with:</p> <p>Score 1</p>	<p>There was evidence that the environmental Officer and Community Development officer visited the sites to check that the mitigation plans were complied with and signed on the ESIA reports for each project as evidenced below;</p> <p>Construction of a 3-classroom block at Kamahuri PS at Rugarama Sub County, dated 24th July,2019</p> <p>Construction of a 3-classroom block at Rutunguru PS at Kagarama Town Council, dated 24th July,2019</p> <p>Construction of a 2-classroom block with office and store, rehabilitation of 2 classroom blocks and 5-stance VIP latrine block at Ruzinga PS at Nyakyera Town Council, dated 13th June,2019</p>
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No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
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"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>PHC wage allocation for Ntungamo District FY 2019/20 was: 6,070,644,693</p> <p>PHC wage requirement for health workers in post for FY 19/20 was 5,607,201,444</p> <p>%wage provision (posts filled for primary health care workers with a wage bill provision) = 92.4%</p> <p>The available wage was to cater for 540 health staff who were in post out of the approved number of 737.</p> <p>Therefore, the local government had filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY 2019/2020 to a tune of 92.4% with a wage bill surplus of 463,443,249</p> <p>The DHO submitted a recruitment plan for the department on 21st August, 2019, received by CAO on the same date. The submission letter was referenced HEA/156/1. Key posts prioritized for recruitment included 2 Senior Clinical Officer, 2 Laboratory assistants among others.</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>The DHO submitted a Recruitment Plan for FY 2019/2020 to CAO on 21st August, 2019 under letter reference no CR 157/2 and it was received and stamped, seeking recruitment of 24 Health Workers.</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

There was evidence that all health facilities in-charges were appraised during the FY 2018/19 as per five randomly sampled health facilities as follows;

From the sampled five Health Centers, only two in-charges had been appraised during FY 2018/19 as indicated below;

Tushemerirwe Scovia a clinical officer and the in-charge Rugarama HC III was appraised by Senior Assistant Secretary (SAS) Rugarama Sub county, Birungi Shallon on 20th September, 2019.

Twesiga Gerald M a senior Clinical Officer and the in-charge of Kayonza HC III was appraised the SAS Kayonza Sub county, Kananira Gordon on 12th August, 2019,

Nabaasa Ellon a Nursing Officer and the in-charge of Ihunga-Kibatsi HC II was appraised on 29th August, 2019 by the SAS Ihunga SAS, Ainemugisha Coleta,

Dr. Asimwe Olivia a Medical Officer and the in-charge of Itojo Hospital was appraised on 15th July, 2019 by Dr. Senkware Beda, Itojo Hospital,

Dr. Okello Ambrose a Medical Officer and the in-charge of Rubaare HC IV was appraised on 15th July, 2019 by Nimusiima Tadius the Town Clerk, Kakwengo.

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

PHC workers were deployed to different Health facilities. From the sampled Health Centres, the PAT confirmed presence of the posted staff as evidenced below;

Musiimenta Ronah enrolled midwife was appointed on probation on 16th June, 2005 ref CR/156/1 and posted to Itojo Hospital on 14th October, 2013. The PAT found her present at the time of APA

Karuhanga Christin nursing officer was appointed on probation on 01st June, 2006 ref CR/156/1, and she was transferred from Kitondo HC III to Rwashamaire HCIV on 28th April, 2016, was found present during the APA

Kamisiime Phionah enrolled nurse appointed on probation on 21st February, 2013 ref CR/160/1, confirmed of appointment was on 15th January, 2014 ref CR/159/1 and transferred to Bwongyera HCIII on 11th September, , 2019, was found present during APA

Monitoring and Supervision

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

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

The District received many documents from Ministry of Health in FY 2018/2019. The letter forwarding the following guidelines to different health facilities was dated 15th July, 2019 ref HEA/158/2 and the signed distribution lists of the following documents, among others, were seen at DHO's Office:

- Health sector grant and budget guidelines for local government FY 2019/2020.
- Health facility annual work plan April 2019

Maximum 6 for this performance measure

At the sampled Health Facilities, a range of materials were seen. The Uganda Clinical Guidelines 2016 was consistently found.

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

- 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

Two meetings were held with the in-charges with other stakeholders like religious leaders, politicians, journalists to explain the guidelines, policies and circulars to them on 20th September, 2018 (Guidelines on planning and budgeting) and 23rd May, 2019 (Ebola awareness and prevention campaign).

Other guidelines discussed included;

- The new HIV/AIDS consolidated guidelines
- The Tuberculosis Preventive Therapy (TPT)
- The bring back mother – baby campaign in MTCT of HIV/AIDS
- Ebola awareness and prevention campaign
- National sanitation and hygiene guideline
- Uganda public health service protocol

Maximum 6 for this performance measure

At the sampled Health Facilities, a range of circulars were seen like medical waste management, circular on sanitation

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

Maximum 6 points for this performance measure

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

DHT Support Supervision reports were seen for every quarter in FY 2018/2019 as indicated below:

For Rwashamaire HC

Q1 Report

18th September, 2018 IV,

Q2 Report

21st December, 2018

Q3 Report

11th March, 2019

Q4 Report

2nd May, 2019

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

Maximum 6 points for this performance measure

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

- 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

There was evidence that the HSDs carried out Supervision to Lower Level Health facilities at the DHO's office as quarterly reports were seen as follows;

Rushenyi health facilities;

Q1 Report

20th July, 2018

Q2 Reports

30th November, 2018

Q3 Report

29th March, 2019

Q4 Report

17th May, 2019

Kajara (Rwashamaire HC IV) health facilities

Q1 Report

13th October, 2018

Q2 Reports

11th January, 2019

Q3 Report

15th April, 2019

Q4 Report

04th July, 2019

Ruhama (Kitwe HC IV) health facilities

Q1 Report

30th September, 2018

Q2 Reports

31st December, 2018

Q3 Report

30th March, 2019

Q4 Report

30th June, 2019

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

The DHT members met and discussed all the quarterly reports as indicated in the minutes below

- 1st Qtr meeting was held on 21st August, 2018
- 2nd Qtr meeting was held on 20th December, 2018
- 3rd Qtr meeting was held on 8th March, 2019
- 4th Qtr meeting was held on 22nd June, 2019

The minutes had Action Points for follow-up e. g the need to intervene in the administrative confusion at Kitwe HC IV and the need for regular meetings at Rubaare HC IV plus taking stock of mosquito nets at Rubaare.

Maximum 10 points for this performance measure

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 the recommendations are followed up and specific activities undertaken for correction: score 6

There was evidence of systematic corrective action based on recommendations from the DHT.

For example;

- In the 1st Qtr report dated 24th July, 2018 the issue of administrative confusion at Kitwe HC IV was referred to the Health and Education Committee for further discussion.
- In the 2nd Quarter dated 12th December, 2018 the report on Ntungamo Health Training Institute was referred to the Council on 26th September, 2018.

Maximum 10 points for this performance measure

The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH

Maximum 10 for this performance measure

- Evidence that the LG has submitted accurate/consistent data regarding:
 - o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10

The HMIS reporting details for 2018/2019 for all PHC centres receiving PHC funds were obtained from the database at Ministry of Health. MoH receives the HMIS records from each Health Facility in the country electronically, every month.

The HMIS Reports for the 4 quarters of FY 2018/2019 show that the List of 65 Health Units provided by the DHO's Office tally with those from the HMIS Reports at the Ministry of Health. The reports are sent to MoH electronically. All Health Facilities in Ntungamo District reported on time in 2018/2019.

Ntungamo DLG had 65 health facilities that benefited from PHC in FY 2018/2019

- 1 Hospital

- 4 HC IV

- 9 HC IIIs

- 51 HC IIs

The September 2019 HMIS reports were submitted between Jul to Sep 2019 HMIS 105:1 Reporting rate . Reports were entered into DHIS2 system for health reporting. All facilities benefiting from PHC (65) reported in DHIS2 as evidenced by the PBS output received from the Ministry of health

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

The Education, Health and Community Based Services standing committee discussed the sector service delivery issues. The committee during the previous FY held meetings to discharge its duties as indicated below;

- On 24th July, 2018, through Min. No. NDLG/HEC/06/07/2018, the committee received and discussed the reports on Rubaare HC IV,

- On 12th December, 2018 through Min. No. NDLG/HEC/04/12/2018 the committee discussed the Administrative confusion at Kitwe HC IV and the need for regular meetings at Rubaare HC IV,

Other meetings were held on; 21st November, 2018, 12th September, 2018, 9th August, 2018, 25th May, 2019 17th January, 2019 and 17th October, 2018.

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

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

There was evidence that the health sector committee presented issues that require approval to Council. For example;

- On 31st July, 2018 through Min. No. NDLG/COU/18/07/2018 (9), the Full Council discussed a report on missing mosquito nets at Rubaare HC IV,
- On 26th September, 2018 and 3rd October, 2018 Full Council through minute No. NDLG/COU/28/10/2018/7, the Council discussed a report on Ntungamo Health Training Institute
- On 30th May, 2019, the Council through minute No. NDLG/COU/Min. 32/05/2019 (b) the Health Sector Budget FY 2019/20 was approved by the Council.

Other meetings were held on; 18th December, 2018, 1st March, 2019 and on 29th March, 2019.

Maximum 4 for this performance measure

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

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

From the sampled Health facilities, there was proof of existence of the HUMCs that were functional for instance they held meetings and discussed issues like Staff welfare, infrastructure development like VIP latrines, waste management as exemplified below;

Maximum 6 points

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

HUMC of Rwashamaire HC IV held meetings as follows;

Q1 – 21st August, 2018

Q2 - 17th October, 2018

Q3 – 14th March, 2019

Q4 – 26th June, 2019

In Itojo Hospital meetings were held as follows;

Q1 – 25th September, 2018

Q2 – 25th October, 2018

Q3 – 15th February, 2019

Q4 – 18th June, 2019

In Bwongyera HCII HUMC sat as follows;

Q1 – 23rd September, 2018

Q2 – 29th October, 2018

Q3 – 14th January, 2019

Q4 – 16th May, 2019

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"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>The list of Health Facilities receiving the PHC none-recurrent grants was displayed at the DHO's Notice Board and also at individual Health Facilities the Budgets and receipts of Quarterly funds for 2018/2019 were displayed but the date of display was not indicated but the report production for instance Itojo Hospital were; 25th September, 2018, 25th October, 2018, 15th February, 2019 and 18th June, 2019 for quarters 1-4 respectively.</p>	4
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Procurement and contract management

12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>The Health department submitted its procurement plan input to PDU on 31st July, 2019 and it was stamped received by PDU contrary to the required time frame.</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"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>The request form for procuring quarter one stationary was submitted on 3rd September, 2019</p>	2

The LG Health department has certified and initiated payment for supplies on time

- Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.

The Council used EFT payment system in all settlements for all the sampled payments. Payment Vouchers on file under Education sector indicated that all payments were made on time and within 30 days. Some examples were as follows:

- Payment was made to M/s. KWED Construction Limited for a contract for upgrading of Kyamwasha and Karuruma HC IIs to HC IIIs. The contract sum was shs. 266,341,104. The first Interim Payment Certificate was dated 10th May, 2019. The claim for first payment was submitted on 14th May, 2019. The necessary verifications and recommendations for payment were made on 14th May, 2019 by District Engineer and DHO. The Payment Voucher for the second claim of Shs. 202, 467,750. Payment voucher for the second payment was prepared on 7th June, 2019 and payment by EF was made on 7th Jun. 2019.
- Payment was made to M/s. KWED Construction Limited for a contract for upgrading of Kyamwasha and Karuruma HC IIs to HC IIIs. The contract sum was shs. 266,341,104. The Interim Payment Certificate was dated 11th Jun., 2019. Payment Voucher for shs. 183,319,448 was made on 26th Jun., 2019 and payment was effected on 4th Jul., 2019.

Maximum 4 for this performance measure

Financial management and reporting

The LG Health 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 4

The department submitted the annual performance report for the previous FY 2018/2019 on 3rd August, 2019 which is out of time frame requirement of submitting by mid July.

Quarter	Date of submission	Reference
Quarter 1	15th Nov, 2018	HSD/0988/01
Quarter 2	12th March, 2019	HSD/0997/02
Quarter 3	18th May, 2019	HSD/1002/03
Quarter 4	10th August, 2019	HSD/1010/04

Maximum 4 for this performance measure

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	The performance of the Health Sector never attracted audit queries for the sector operations during FY 2017/2018.
Maximum 4 for this performance measure	<ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	

Social and environmental safeguards

Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 	Health Unit Management Committee (HUMC) were meeting the gender composition as per guidelines in most of the sampled health facilities;
Maximum 4 points	% women: score 2	<ul style="list-style-type: none"> • Rwashamaire HC IV women were two out of five members, • Bwongyera HC III the women were three out of eight members • Itojo Hospital the women were four out of thirteen members • Rugarama HC III the women were three out of eight members • Karuruma HC III the women were three out of eight members.

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"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>A letter to all health unit in-charge, health inspectors and health assistants dated 14th March, 2019 about health care waste and hygiene and sanitation management in respective health facilities.</p> <p>A letter dated 23rd May, 2019 addressed to all health inspectors, in-charge, HSD/Town councils on new annual sanitation data collection tools for both rural and towns all letters were signed by Ag. PHI were seen e. g they were found on the notice boards of the visited health facilities.</p> <p>Gender separation of toilets was observed at the sampled Health Facilities e. g at Rwashamaire HC IV, Itojo hospital.</p> <p>Hand Washing Wall Charts were seen at the visited health facilities.</p>	2
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>All the infrastructure projects were screened for example upgrading of Kyamwasa HC II to HC III and upgrading of Karuma HC II to HC III screening was done on 21st May, 2019 for both projects and for the renovation of OPD building at Rubaare HC IV screening was done on 03rd April, 2019.</p>	2
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2 	<p>The PAT evidenced from the supervision report for the upgrading of Kyamwasa and Karuma HC II to HC III and for the renovation of OPD building at Rubaare HC IV which was dated 09th August, 2019. The report was signed by both the CDO and the Environment officer.</p> <p>No any other site visit report prepared due to limited resources to conduct site visits even though verbal communication indicate that site visits were conducted.</p>	2

The LG Health department has issued guidelines on medical waste management	<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal2: score 4. 	A letter to all health unit in-charge, health inspectors and health assistants dated 14th March, 2019 about health care waste and hygiene and sanitation management in respective health facilities.
Maximum 4 points		Charts showing segregation of medical waste and waste bins in different colors were issued out at every Health facility. That was evidenced at the visited facilities of; Rwashamaire HCIV, Bwongyera HCIII and Itojo Hospital.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> 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"> If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 If 80-99%: Score 7 If 60-79: Score 4 If below 60 %: Score 0 	<p>From the review of the Annual Work Plan 2019/2020 page 16 approved by the MoWE on 2nd July 2019 and also MIS data from Ministry of Water and Environment, the safe water coverage average for Ntungamo District Local Government was 78%.</p> <p>Out of 18 Sub counties, 5 Sub counties were found to be below district average as follows;</p> <p>Nyakyera S/C (68%), Rukoni East S/C (54%), Rweikiniro S/C (70%), Rubaare S/C (72%) and Rugarama S/C (65%),</p> <p>The AWP 2019/2020, revealed that out of a total Development grant of UGX 555,798,232, the allocation to sub counties whose access coverage was below district average as follows;</p> <p>Nyakyera S/C- UGX 9,500,00</p> <p>Rukoni East S/C – UGX 16,000,000</p> <p>Rweikiniro S/C – UGX 62,000,000</p> <p>Rubaare S/C – UGX 48,500,000</p> <p>Rugarama S/C – UGX 51,500,000</p> <p>The total budget allocated to sub counties below district Average was UGX 187,500,000 equivalent to 33.73% of the total Budget.</p>	0

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)

Maximum 15 points for this performance measure

- 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.

- o If 100 % of the water projects are implemented in the targeted S/Cs:

Score 15

- o If 80-99%: Score 10

- o If 60-79: Score 5

- o If below 60 %: Score 0

The review of the AWP and budget for FY 2018/19 approved on 13th July, 2018 by MWE and MIS reports from MWE revealed that Ruhaama (57%), Rukoni East (54%), Ihunga (59%), Rweikiniro (50%), Kibatsi (54%), Kayonza (49%), Nyakyera (60%), Rubaare (59%), Rugarama (46%) and Ngoma (42%) had safe water coverage below district average which was 81% at the time.

The following projects were planned for implementation in the Financial year 2018/2019;

- Two VIP latrines
- Eighteen protected springs
- Two Deep boreholes
- Seven RWHT
- Seventeen rehabilitation of boreholes
- Two rehabilitation of GFS

When the assessment team reviewed the Annual progress, reports submitted to MWE for instance;

Quarter 1 Report (approved on 05th October, 2018), Quarter 2 Report (approved on 04th January, 2019), Quarter 3 Report (approved on 04th April, 2019) and Quarter 4 Report (approved 05nd July, 2019) and the site visits made to sampled projects confirmed that all projects in the above sub counties were implemented.

During the field visit by Assessment team, at production well at Nshenyi Kibutamo in Rukoni east S/C, Protected spring at Kanyere Kikungu, RWHT at Nyabihikye catholic church and VIP latrines at Ruhaama RGCs and Butare RGCs were confirmed to be in place and satisfactorily functional.

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

The reviewed Annual Progress Reports (Quarter 1, 2, 3 & 4) showed that the District Water Department implemented forty-eight WSS projects and the filed inspection reports clearly indicated that all the water projects were regularly supervised and monitored.

Data from MIS reports at the Ministry of Water and Environment indicated that Ntugamo District Local government has the following Water facilities;

- Seven Hundred fifty-three functional springs,

- Three hundred seventy-three shallow well

- One hundred fifty-nine functional deep borehole,

- One hundred seven functional Rain Water Harvesting Tanks,

- One dam

- Three valley tanks and

- Four hundred thirty-nine Public Kiosks/tap stands.

Monitoring and supervision reports dated 10th April, 2019 and 26th June 2019 showed that all implemented projects were monitored and supervised.

The review of Form 1 (Water source update) and Form 4 submitted to Ministry of Water and Environment on 23rd July 2019 revealed that all functional projects were monitored.

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

The review of AWP 2018/19 and MIS data from MoWE revealed that thirteen WSS were submitted to and received by the Ministry of Water and Environment on 24th July, 2019 and they were accurate and consistent.

4	<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The list of water facilities indicated in the AWP 2019/2020, PBS and MIS report from MWE were consistent.</p> <p>The water facilities listed in the MIS report from MWE, PBS and AWP2019/2020 were; eighteen Small protected springs, two deep boreholes, seven RWHT and seventeen rehabilitation of boreholes.</p> <p>However, the performance contract was not available on file for review to verify the consistence too.</p>	5
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Procurement and contract management

5	<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The sector submitted inputs for the district procurement plan to PDU that cover all investment items in the approved Sector Annual Work Plan and budget on 06st August 2019 which was a dated past the stipulated deadline 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"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>The DWO was appointed as the Contract manager for the Protection of 4 springs (LOT 1) by the Contracts Committee on 5th September, 2018. The Contract prepared a management plan which was reviewed by the assessment team.</p> <p>Site meeting minutes were on file for the Assessment team to verify whether there were any monthly site visits for different WSS infrastructure projects.</p>	2

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

- If water and sanitation facilities constructed as per design(s): score 2

The assessment team reviewed contract documents and designs for Water and Sanitation facilities implemented FY 2018/19. For example,

- Construction of 5 stance VIP latrine at Ruhaama RGC in Ruhaama S/C (Contract No: NTUN546/WRKS/2018-19/00012.
- Drilling and installation of production well at Nshenyi Kibutamo in Rukoni S/C (Contract No: NTUN546/WRKS/2018-19/00051.
- RWHT at Nyabihikye Catholic church (Contract No: NTUN546/WRKS/2018-19/00018.
- Protected spring at Kanyerere Kikungu (Contract No: NTUN546/WRKS/2018-19/00011.

The Assessment team inspected the above projects and the construction of all the facilities were in conformity with the designs and were found functioning.

Maximum 8 points for this performance measure

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

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

The Contractors handed over all completed WSS facilities as evidenced by Certificates of Substantial Completion of works and Hand-over reports duly signed by all parties which were availed to PAT for review for example;

- The Contractor's Completion report served as the hand over report to the client which was followed by the Substantial completion certificate and claim for final payment for construction of a 5-stance VIP latrine at Ruhaama RGC dated 22nd January, 2019.
- The Contractor's Completion report served as the hand over report to the client which was followed by the Substantial completion certificate and claim for final payment completion report for construction of 3 Ferro cement tanks by MS NUATU Consult Ltd dated 1st February, 2019 and certificated of practical completion issued on 5th February, 2019.
- The Contractor's Completion report served as the hand over report to the client which was followed by the Substantial completion certificate and claim for final payment completion report for protected springs by M/s Rhimos Development Ltd dated 09th January, 2019.

Maximum 8 points for this performance measure

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

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

Maximum 8 points for this performance measure

From the sampled projects payments files for projects implemented during FY 2018/19, there was proof of Interim and substantial completion Certification by the District Water Officer before effecting the payment.

The Assessment team found out that all the payments were certified by DWO. These included

- Construction of 5-stance VIP latrine at Ruhaama RGC in Ruhaama S/C, payment request of UGX 21,994,728 was made on 18th January, 2019 and certified by DWO on 22nd January, 2019.
- Construction of Ferro cement RWHT at Nyabihikye catholic church in Rukoni S/C, payment request of UGX 43,252,179 was certified on 5th February, 2019.
- Claim by M/s Rhimos Developments Ltd of UGX 19,779,644 dated 3rd January, 2019 towards protection of 4 springs at Ntungamo, Kanyerere, Kaburagire and Katebi was certified on 9th January, 2019.

The district Water depart- ment has certified and initiated payment for works and supplies on time

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

Maximum 3 for this performance measure

The Council used EFT payment system in all settlements for all the sampled payments. Payment Vouchers on file under Education sector indicated that all payments were made on time and within 30 days. Some examples were as follows:

- Payment was made to M/s RHIMOS Development (U) Ltd. For a contract for the construction of 4 water procted springs at Kanyere, Ntungamo Village, Katembatebe and Kaburangire. The contract sum was UGX. 19,779,644. The Certificate of Completion was dated 9th January, 2019. Claim for Payment Certificate was dated 3rd January, 2019. Relevant verifications from DWO and water engineers were made on 9th January, 2019. Payment voucher was prepared on 26th March, 2019 and payment was effected on the same date.
- Payment to M/s GREMU Trading Co. Limited for contract for the rehabilitation of Gravity Flow Scheme (GFS) at Mugwanjura and Mujwa in Ntungamo Sub county. The contract sum was UGX. 31,948,854. Initial Payment Certificate was issues on 3rd December., 2018 verified by DWO and approved by CAO. Claim for payment was dated 27th February, 2019. It was approved by CAO on 1st March, 2019. The Payment Voucher was prepared on 15th March, 2019. Payment by EFT was effected on 26th March, 2019.

8	<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>The department submitted the annual performance report for the previous FY 2018/2019 on 2nd July, 2019.</p> <ul style="list-style-type: none"> • Quarter 1 submitted on 5th October, 2018; Ref No: CR/213/1 • Quarter 2 submitted on 4th January, 2019; Ref No: CR/213/1 • Quarter 3 submitted on 4th April, 2019; Ref No: CR/213/1 • Quarter 4 submitted on 2nd July, 2019; Ref No: CR/213/1 	5
9	<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <p>o If sector has no audit query score 5</p> <p>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</p> <p>If queries are not responded to score 0</p>	<p>There were no audit queries raised on the sector performance during the FY 2017/2018.</p>	5

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"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>The Ntungamo District Local government standing committee for Works, Water, Technical services, community & urban development met and discussed reports and submissions from the District Water and Sanitation coordination Committee.</p> <p>For instance;</p> <ul style="list-style-type: none"> Committee meeting held 22nd August, 2018, Min NDLG/WRKS/06/08/2018, the committee reviewed and discussed among others the quarterly progress report presented by DWO and it was recommended that all funds should be put to good use. Committee meeting held on 12th August, 2019, Min NDLG/WRKS/05/08/2019, the committee discussed a report presented by DWO entailing the list of projects that were to be under taken in FY 2019/2020. Concerns raised was that the report did not capture amount to be spend per project and the source town council should be considered to benefit from the fund. The reaction was that there should be a balancing of equal distribution and allocation of resources and financing in the district, and also district councilors should be informed about water projects to be undertaken in their area for easy follow up and monitoring. 	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"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>District council session held on 26th September, 2018 Min NDLG/COU/28/10/2018(i)- under item of Presentations and discussions of committee reports, by Works, technical services, water, community and urban development, it was discussed that a new vehicle to be procured for water sector.</p> <p>It was also discussed that a thorough and comprehensive assessment to be carried out to identify all broken down water points and be planned for rehabilitation in the subsequent financial year.</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"> • The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>At the time of this exercise, there was information posted on the Notice boards regarding, Water development Grant releases for FY 2018/19</p> <p>Advocacy meetings were held on 15th November, 2018 and 29th November 2018 and the following was discussed;</p> <ul style="list-style-type: none"> • Water coverage • How to apply for sources to be developed. • Water functionality • Critical requirements • Projects planned for FY 2018/19 	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"> • All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>There was evidence that all WSS projects were clearly labeled indication the names, project name among others as follows;</p> <p>The APA team sampled WSS projects;</p> <ul style="list-style-type: none"> • Construction of 5 stance VIP latrine at Ruhaama RGC in Ruhaama S/C • Construction of Ferro cement RWHT at Nyabihikye Catholic church in Rukoni S/C • protection of spring at Kanyerere, <p>All the above projects were clearly labelled with the name of the project, date of construction, the contractor and source of funding was DWSCG.</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"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>There was information on tenders and contract awards on the Notice Board at the time of assessment.</p> <p>For instance, the assessment team found best evaluated bidder notices for drilling of two production wells at kibutamo in Rukoni S/c and Ishanje in Rweikiniro S/C where MS East Africa boreholes ltd was ranked as the best evaluated bidder at contract price of UGX 83,131,000/= dated 16th 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"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>There was evidence that communities apply for water/public sanitation facilities as per the sector critical requirements and also applications from community were on file at DWO office. For example;</p> <ul style="list-style-type: none"> From Kabarungyi Village, Nyabihoko S/C date 24th October 2019 requesting for protected spring. The village was to offer land to house the project. From Rwamakukuru I Nyakyerera T/C dated 9th October, 2019 requesting for protected spring. From Butaragaza Village, Rukoni west S/C dated 20th April, 2019 requesting for water. 	1
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>There was evidence that the Water and Sanitation Committees were functional.</p> <p>The Protected spring at Kanyerere Kikungu, Rukoni east S/C, WSC had 5 members, 2 women and a treasurer was a woman.</p> <p>A 5 stance VIP latrine at Ruhaama RGC, the committee had 6 members, 3 women and a woman was treasurer. Protected spring at Kanyerere Kikungu, Rukoni east S/C, WSC had 5 members, 2 women and a treasurer was a woman.</p> <p>All the above facilities were well maintained and protected.</p>	2

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"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>All projects were screened as per template. The assessment team was able to review the screening templates/reports for;</p> <ul style="list-style-type: none"> Construction of Ferro cement water tank at Kakenera & Nyabihikye Catholic Church dated 4th March, 2019. Construction of 5 stance drainable VIP Latrine at Butare RGC dated 21st January, 2019. Construction of production wells at Kibutamo & Ishanje dated 23rd May, 2019. 	2
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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"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There was evidence for a follow up support for the identified unacceptable environmental concerns for instance:</p> <p>Environmental and social mitigation certificate on file for the 5 stance VIP latrine at Butare RGC _Ntungamo S/C and Ruhaama RGC at Ruhaama S/C.</p>	1
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"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>From the review of the Construction and supervision contracts, it was revealed that the environmental protection was not provided for in the Bill of Quantities and in the contract documents.</p>	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"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>The PAT sampled water facilities for instance;</p> <p>The Protected spring at Kanyerere Kikungu, Rukoni east S/C, WSC had 5 members, 2 women and a treasurer was a woman.</p> <p>A 5 stance VIP latrine at Ruhaama RGC, the committee had 6 members, 3 women and a woman was treasurer.</p> <p>Protected spring at Kanyerere Kikungu, Rukoni east S/C, WSC had 5 members, 2 women and a treasurer was a woman.</p>	3

Gender and special needs-sensitive sanitation facilities in public places/

RGCs provided by the Water Department.

Maximum 3 points for this performance measure

- If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3

The district Water department implemented two Sanitation facilities, 5 - Stance VIP Latrine at Ruhaama RGC and Butare RGC in Financial year 2018/2019. The Assessment team also visited one of the facilities constructed in the FY 2017/18 at Nyakyeru RGC which was also conforming to the guideline.

The site visit at the facilities revealed that they had separate stance for men and women, PWDS and also had hand rails in PWDs stance.