



Local Government Performance Assessment

Manafwa District

(Vote Code: 566)

Assessment	Scores
Accountability Requirements	%
Crosscutting Performance Measures	63%
Educational Performance Measures	58%
Health Performance Measures	88%
Water & Environment Performance Measures	79%

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 PFMA 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. 	<p>The LG submitted an Annual Performance Contract On 25th July 2019 through the online platform pbs@ifmis.go.ug and received by MoFPED</p> <p>The Performance Contract was physically delivered on 26/7/2019 received and signed by PS/ST on 19/8/2019.</p> <p>Since the dead line was extended to 31st August 2019 the DLG was compliant.</p>	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. 	<p>The LG submitted a Budget for the forthcoming FY (2020/2021) on 25th July 2019 through the online platform pbs@ifmis.go.ug and received by MoFPED</p> <p>The Budget contained LG Procurement Plan for FY 2020/2021</p>	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 2017/2018 on 27/8/2019 through the online platform pbs@ifmis.go.ug and received by MoFPED</p> <p>Since the dead line was extended to 31st August 2019 the DLG was complaint</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>Quarter Submission Reference Acknowledgement Date</p> <table> <tr> <td>Q1</td> <td>20/11/2018</td> <td></td> </tr> <tr> <td></td> <td>pbs@ifmis.go.ug</td> <td></td> </tr> <tr> <td></td> <td>20/11/2018</td> <td></td> </tr> <tr> <td>Q2</td> <td>20/2/2019</td> <td>20/2/2019</td> </tr> <tr> <td></td> <td>pbs@ifmis.go.ug</td> <td></td> </tr> <tr> <td>Q3</td> <td>1/8/2019</td> <td>1/8/2019</td> </tr> <tr> <td></td> <td>pbs@ifmis.go.ug</td> <td></td> </tr> <tr> <td>Q4</td> <td>27/8/2019</td> <td>27/8/2019</td> </tr> <tr> <td></td> <td>pbs@ifmis.go.ug</td> <td></td> </tr> </table>	Q1	20/11/2018			pbs@ifmis.go.ug			20/11/2018		Q2	20/2/2019	20/2/2019		pbs@ifmis.go.ug		Q3	1/8/2019	1/8/2019		pbs@ifmis.go.ug		Q4	27/8/2019	27/8/2019		pbs@ifmis.go.ug		Yes
Q1	20/11/2018																														
	pbs@ifmis.go.ug																														
	20/11/2018																														
Q2	20/2/2019	20/2/2019																													
	pbs@ifmis.go.ug																														
Q3	1/8/2019	1/8/2019																													
	pbs@ifmis.go.ug																														
Q4	27/8/2019	27/8/2019																													
	pbs@ifmis.go.ug																														

Audit				
5	The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> If LG submitted a 'Response' (and provide details), then it is compliant If LG did not submit a 	<p>The LG provided information to the PS/ST on 29th April 2019 Ref. CR. 251 on the status of implementation of 5 (five) Internal Auditor General's findings for FY 2017/2018 but contrary to the mandatory deadline of 28th February as per PFMA 2015 11 2G.</p> <p>A) Internal Auditor General 2017/2018</p> <p>Total number of queries raised: 05</p> <p>Total number of queries cleared:</p>	No

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.

05

Total number of queries pending: 00

The nature of the queries raised by Internal Auditor General and cleared by the Accounting Officer were as stated below:

Unsupported pension payment of Shs 217,700,233. in FY 2017/2018

Over payment of salary Shs 6,988,863 in FY 2017/2018.

Unacknowledged erroneous transfer of funds Shs 117,088,000 in FY 2017/2018

Unrecovered loans of Shs 90,534,168 in FY 2017/2018.

Non-functional and non-existent medical equipment FY 2017/2018.

The Accounting Officer did not receive official communication from OAG in regard to the queries raised in FY 2017/2018 that required submission of implementation status to PS/ST hence there was no evidence at both the LG level and MoFPED website www.budget.go.ug for submission of information to the PS/ST as required.

A) Auditor General for FY 2017/2018

Total number of queries raised: 00

Total number of queries cleared: 00

Total number of queries pending : 00

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 Manafwa LG for the year ended 30th June 2019 was "Qualified" hence compliant.

Yes

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
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Planning, budgeting and execution

1 0

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 a district/ municipality has:

- A functional Physical Planning Committee in place that considers new investments on time: score 1.

The Physical Planning Committee was in place with members appointed on 8th February 2019 under reference CR 212/3 Composed of 13 People as per Part III (9) of the Physical Planning Act, 2010 by Mr. Otai Charles CAO. as follows:

Name	Designation	Appointment date
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Otai Charles	- Chairperson	- 8/2/2019 - CR 212/3
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Wasukira	Ronald	-Physical Planner /Secretary- 8/2/2019 -CR 212/3
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Khaukha	Antony-	Road Engineer -8/2/2019 -CR 212/3
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Mudangi Eldad	-District Education Officer	-8/2/2019 -CR 212/3
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Mosoboni	-District Agriculture Officer-	8/2/2019 -CR 212/3
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Alunyu Dennis	-District Water Officer-	8/2/2019 -CR 212/3
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Weyusya Joseph	-District Community Development officer	-8/2/2019 -CR 212/3
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Dr. Wamasebu Gideon	-District Health Officer-	8/2/2019 -CR 212/3
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Bisikwa Sarah	-District Natural Resources officer	- 8/2/2019- CR 212/3
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Sulai Makuma	-District Environment Officer	-Not availed Not availed
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Hashya sha Dorris	-Physical Planner in Private Practice	Not availed Not availed
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Town Clerk Manafwa Town Council	Not availed	Not availed
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Town Clerk Buwangani	Not availed	Not availed
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Appointment letters of some members of the committee were not availed at the time of assessment.

The Committee was functional during the FY 2018/2019 evidenced by the following:

Letter of invitation to attend a Physical Planning

Committee on 10th April 2019 ref CR.212/1 dated 4th April 2019 from Mr Otai Charles CAO

The Committee held meetings as follows:

Date of meetings: 27th September 2019

Matters discussed: submission of projects in the district development plan for approval by the committee

Minute number: Min DPPC 03/28/08/2019

Date of Meeting: 11/4/2019

Matter discussed: Consideration of (a) Land applications (b) Approval of Building Plans under Min DPPC 03/11/04/2019

Date of Meeting: 26/09/2018

Matter discussed: Consideration of Land applications under Min DPPC 03/26/09/2018

Date of Meeting: 10/07/2018

Matter discussed: Consideration of Building Plans for projects to be implemented during FY 2018/2019 under Min DPPC03/10/07/2018

The LG did not have an approved District 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.

There was submission of Minutes of Physical Planning Committee to MLHUD as evidenced by letter of submission dated as follows:

On 2nd July 2019 to the Permanent Secretary MLHUD through their Zonal Office Mbale under ref: CR.214/14 and receipt acknowledged on 4th July 2019 (un stamped)

On 10th August 2018 to Mbale Zonal Office under reference CR.214/14 and receipt acknowledged on the same day and stamped

On 26th October 2018 to Mbale Zonal Office under reference CR.214/14 and receipt acknowledged on the same day and stamped

On 27th September 2019 to Mbale Zonal Office under reference CR.214/14 and receipt acknowledged on the same day and stamped.

Notification of approval of application for consideration of Leasehold Title Offer for plot 4 Ben Bwayo Lane in favour of Walimbwa Godfrey made to the Secretary Manafwa District Land Board dated 12th April 2019 (un referenced)

The District had a Physical Plans Register.

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

The LG did not have an approved District Physical Development Plan and as such new infrastructure investments were approved without a Physical Development 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

There was no evidence of an approved Action Area plan for FY 2018/2019

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.

The LG held a Budget Conference recorded as a budget consultative meeting. The meeting was held on 27 March 2019 at District Council Hall as evidenced by:

Letter of invitation to stakeholders dated 25th March 2019; Attendance list in the DTPC attendance book and Report on the activity by Bamwete James District Planner dated April 17, 2019 under reference PLU/210/8 receipt acknowledged by CAO Mr. Otai Charles on 18/4/2019.

Sector -Project -Page in AWP 2019/2020 -Page in Budget Conference

Education- Classroom Construction and Rehabilitation - **Page 68 AWP - Ref in Budget Conference PLU/210/8**

Education- Construction of 5 stance lined pit latrines at Primary schools -**Page 69 AWP- Ref in Budget Conference PLU/210/8**

Health- Renovation of DHO office to create space for medicine store **Page 61 AWP- Ref in Budget Conference PLU/210/8**

Health- construction of staff house in Bukewa HCIII, Butiru HCIII and Bugobero Health center -**Page 62 AWP-Ref in Budget ConferencePLU/210/8**

Water -Siting, Drilling, Casting and Installation of Boreholes -**AWP page 88-89 -Ref in Budget Conference PLU/210/8**

Water -Siting, Drilling, Casting and Installation of Boreholes- **AWP page 90- Ref in Budget Conference PLU/210/8**

Water - Extension of Lirima GFS to Buwaya and Surrounding areas in Bukusu -**AWP page 91 -Ref in Budget Conference PLU/210/8**

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.

The District Development Plan (DDPII) was in place 2015/16-2019/20 but some capital investments in the Annual Work plan were not derived from it for instance:

Construction of 2 apartment staff house at Bukewa Health Center III in Buwagogo Sub-county which appears in Annual Work plan page 5.

Construction of 1 Classroom block of 2 Units each in Bungoolo in Weswa sub county appearing on page 8 of Annual Work plan

Some projects however appeared in both Development Plan II and AWP for instance;

Butiru - Salosalo page 169 and AWP page 12, Namekhala -Buyinza- Namboko Road page 171 of DDP and AWP page 13. Drilling of Boreholes page 174 of DDP and page 9 of AWP.

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.

Project profiles were developed and annexed to the integrated Annual Work Plan as Annex 1. They were discussed by DTPC on April 5th 2019, under Min DTPC 05/04/2018/2019. For example Construction and Rehabilitation of staff houses in Bukewa HC III, Butiru HC III and Bugobero Health

3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<p>• 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>	<p>Annual Statistical Abstract was in place developed in 2018 signed by LC V Chairperson Mr.Musila John and CAO Mr. Otai Charles</p> <p>It was presented to DTPC discussed and approved in a DTPC Meeting held on 24/9/2018 under DTPC 04/09/2018/19 to support the budget allocation and decision making.</p>	1
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4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<p>• 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>	<p>Some projects such as those from Education department were not derived from Annual Work plan.</p> <p>It was explained that there were new priorities such as Seed Secondary Schools that changed original plans.</p> <p>Projects not included in annual work plan were;</p> <p>Construction of pit latrines for Sigunga, Bunabutsale and Kikwetsi Primary Schools. However the changes were approved by District Council under DLG Min. 306/08/2018/19 dated 24/8/2018</p>	2
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4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<p>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</p> <p>o 100%: score 4</p> <p>o 80-99%: score 2</p> <p>o Below 80%: 0</p>	<p>Completed projects Completed as per work plan- (YES/NO)</p> <p>1 Construction of 4 stance VIP Latrine at District Headquarters -YES</p> <p>2 Rural Roads Construction and Rehabilitation -YES</p> <p>3 Construction of 5 stance pit latrines for Sigunga PS -YES</p> <p>4 Upgrading Bukimanayi HC II to HC III -YES</p> <p>5 Extension of Gravity Flow Scheme Lwemuna to Katsonga -YES</p>	4
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Percentage= YES/TOTAL X

100

5/5 x 100 =

100%

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

Completed projects- Budget -Actual Expenditure

1 Upgrading Bukimanayi HC II to HC III- budgeted at 376,975,000-actual expenditure was 211,081,000

2 Drilling and Installation of 7 Boreholes -budgeted at 195,440,000 -actual expenditure was 189,586,000

3 Construction of 5 stance pit latrine at Bunabutsale PS- budgeted at 25,000,000 -actual expenditure was 20,279,315

4 Construction of 5 stance pit latrine at Nakawa Rural Growth Center -budgeted at 18,900,000- actual expenditure was 19,480,000

5 Renovation of staff houses at Bugobero HC IV, Butiru HC III and Bukewa HC III -budgeted at 123,132,000- actual expenditure was 83,302,000

Total (Budget) 739,447,000 (expenditure) 523,728,315

Percentage = Total Actual Expenditure/Total Budget X 100

(Max. 15% plus or minus of original budget)

523,728,315/739,447,000 x 100 = 71%

71-100 = -29%

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 the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2

List of assets and projects in need of maintenance for FY 2018/2019 was in place as below:

Sector- Asset/Project- Cost of O&M

Health -Renovation of staff houses at Bugobero HC IV, Butiru HC III and Bukewa HC III - Cost of O&M **83,302,000**

Various Sectors -Maintenance of Motor Vehicles- Cost of O&M **1,756,000**

Administration -Replacement of Office lock - Cost of O&M **200,000**

Total cost = 85,258,000

O&M budget visa via the Actual Expenditure

Asset/Project -O&M Budget Actual Expenditure

Renovation of staff houses at Bugobero HC IV, Butiru HC III and Bukewa HC III - **O&M Budget-123,132,000** - Actual Expenditure **83,302,000**

Maintenance of Motor Vehicles -**Not budgeted** -Actual Expenditure-1756,000

Replacement of Office lock- **Not budgeted** -Actual Expenditure 200,000

Total (O&M Budget) 123,132,000 (Actual Expenditure) 85,258,000

Percentage = 85,258,000 /123,132,000*100

69.2%

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

Only 5 out of 9 HoDs were substantively appointed by the time of assessment.

On 29th May 2017, the CAO submitted the customised staff structure to the Permanent Secretary MoPS for approval and adoption through letter reference CR 152/1

On 28th March 2018, MoPS approved the staff structure through letter referenced ARC 135/306/01 addressed to the CAO.

The approved structure illustrated that there should be 9 Heads of departments. The PAT identified that there were 5 HoDs who were substantively appointed. these included the following;

Bamwete James appointed as District Planner through appointment letter dated 16th Jan 2019 .under reference .CR 160/1

Wamasebu Gideon appointed as DHO through appointment letter dated 6th March 2006 reference 160/2

Bichacha Michael appointed as CFO through appointment letter dated 18th May 2016 reference 160/1

Mudangi Eridard Zadock appointed as DEO through appointment letter dated 26th June 2008 reference CR/161/2

Weyusha Joseph appointed as DCDO through appointment letter dated 1st February 2016 reference CR/D/10/47. He had submitted a request for retirement from service on 26th Aug 2019 to the CAO who instructed the PHRO to start the process of retirement early. The PHRO then drafted a letter unreferenced and submitted it to DSC on 17th September 2019. Due to the fact that he was due to retire in December the CAO assigned Tsekooko Moses the duties of DCDO through a letter dated 3rd July 2019 reference 3rd July 2019 since the HoD was due to retire.

On the other hand 4 positions had officers assigned to them who included the following;

Tsekooko Moses assigned DCDO through assignment letter dated 3rd July 2019 reference CR:161/2

Alunyu Denis assigned as DE through assignment letter dated 30th June 2017 reference CR.156/2

Dr. Okello Denis assigned DPO through assignment letter dated 25th October 2016 unreferenced

Bisikwa Sarah assigned DNRO through assignment letter dated 1st July 2015 unreferenced.

The Position of District Commercial Officer was vacant at the time of assessment.

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>All HoDs were appraised in the FY 2018/2019.</p> <p>A list of HoDs of departments with appraisal reports on file included.</p> <p>i. Alunyu Denis assigned DE performance report filled and signed on 30th July 2019</p> <p>ii. Dr. Okello Denis assigned DPO performance report filled and signed 30th July 2019</p> <p>iii. Bisikwa Sarah assigned DNRO performance report filled and signed on 30th Aug 2019</p> <p>iv. Bamwete James appointed as District Planner performance report filled and signed on 30th July 2019</p> <p>v. Wamasebu Gideon appointed as DHO performance report filled and signed on 5th Aug 2019</p> <p>vi. Bichacha Michael appointed CFO performance report filled and signed on 30th Aug 2019</p> <p>vii. Weyusha Joseph appointed DCDO performance report filled and signed on 30th July 2019</p> <p>viii. Mudangi Eridard Zadock appointed DEO performance report filled and signed on 30th Aug 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 staff submitted for recruitment have been considered: score 2 	<p>The CAO submitted PSC Form 1 (declaration forms on 15th April 2019, 11th March 2019, 5th December 2018, 26th and October 2018 to DSC. These declarations declared added up to 71 positions.</p> <p>External advert was run on 8th March 2019 in the New vision paper and internal advert on 8th February 2019,</p> <p>Then DSC meetings were held from 2nd October 2018 minute number MNF/DSC/434/2018(i), 22 February 2019 minute number DSC Min MNF/DSC/470/2019 evaluating the applications and appointing.</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>During the FY under review (2018/19) the CAO submitted a lists of 39 staff for confirmation with unreferenced cover letters dated,16 Mach 2019, 10th April 2019,11th March 2019 and 8th April 2019.</p> <p>The submitted lists of staff with their personnel files were discussed For instance; on 8th April 2019 Serial No. DSC 1/2019 Ms. Seera Betty was confirmed as an Education Assistant.</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>In FY 2018/19, 2 cases were submitted to the DSC for disciplinary action on 17th September 2019 under referenced letter CR 214/7. These included; Kuoba John Bosco (Senior Assistant Secretary)And Khatuli Martin a parish chief were reprimanded on 21st December 2018 under minute DSC/444/2018(VIII)</p>	1
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • 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>Only 61 out of 65 staff accessed salary payroll</p> <p>During the FY under review, the LG recruited 65 staff. Only 61 out of 65 had accessed payroll within two months. The remaining 4 delayed because they had not yet received the IPPS which was assigned by MoFPED after the successful e registration.</p> <p>Evidenced by the appointment letter visa vie their first pay slip for example:</p> <p>Wakube Rodgers was appointed as a Health assistant on Unreferenced letter dated 26th April 2019 and assumed duty on 6th May 2019. According to his first payslip dated 28th July 2019 under IPPS 1043228 he received a base salary of UGX 613,15.</p>	0
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • 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>None of the 9 LG retirees in FY 2018/2019 accessed the pension payroll within (2) months after retirement</p> <p>For example Nabuloli Gertrude IPPS No0414012 retired on 30th October 2018 and accessed the pension payroll in July 2019</p> <p>The reasons for the late access to pension funds included the following;</p> <p>Staffs delay to submit in their requests for pension even when advanced to do so.</p> <p>The delay in decentralisation of the system</p>	0

Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • 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 (excluding one-off sales for assets) for FY 2017/2018 Shs 283,837,300 as on page 19 of Final Accounts FY 2017/2018.</p> <p>Total of OSR for FY 2018/2019 Shs 338,619,570 as on page 19 of Draft Final Accounts FY 2018/2019.</p> <p>Increase: 54,782,270</p> <p>Percentage : 19.3%</p> <p>Workings:</p> $54,782,270 / 283,837,300 \times 100 = 19.3\%$ <p>Attributes to increased Local Revenue of 19.3% were:</p> <p>Effective role of the LG Revenue Enhancement Committee.</p> <p>Compensation of Shs 32,000,000 (as on page 19 of the Draft Final Accounts FY 2018/2019) from UNRA on District land used to construct Bumbobi - Lwakaka Road (43 km)</p>	4
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • 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: Shs 422,624,000 as on page 4 of the approved original budget for FY 2018/2019.</p> <p>The Local Revenue collected during FY 2018/2019 : Shs 338,619,570 as on page 19 of the Draft Final Accounts FY 2018/2019</p> <p>Percentage: 80.1%</p> <p>Workings:</p> $338,619,570 / 422,624,000 \times 100 = 80.1\%$ <p>Budge Ratio/Realization was: 100% - 80.1% = -19.9% above the recommended -10%</p> <p>Attributes to Budget ratio of -19.9% were as stated below:</p> <p>LG had planned for sale of assets worth 15,000,000 but was not realized due to delays by Government valuer.</p> <p>Cattle market quarantine for 6 months in FY 2018/2019.</p>	0

11	Local revenue administration, allocation and transparency Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>The LG collected Shs 121,311,022 as on page 19 of the Draft Final Accounts FY 2018/2019.</p> <p>However, the LG failed to provide evidence to the assessment team for local revenue sharing with LLGs during FY 2018/2019.</p> <p>The alternative source of evidence would have been transfer vouchers but which they also failed to avail to the assessment team.</p>	0
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11	Local revenue administration, allocation and transparency Maximum 4 points on this performance measure.	<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 92,700,000.</p> <p>Percentage 32.6%.</p> <p>Workings:</p> <p>Actual Local Revenue collected in FY 2017/2018 was Shs 283,837,300</p> <p>20% of Shs 283,837,300 was Shs 56,767,460</p> <p>Actual expenditure on Council allowances and emoluments in FY 2018./2019 was:</p> <p>Council allowances: 90,200,000</p> <p>Travel Inland: 1,000,000</p> <p>Travel Inland for standing committees: 1,500,000</p> <p>Total expenditure: 97,200,000</p> <p>Percentage: $92,700,000/283,837,300 \times 100 = 32.6\%$</p> <p>In addition, no authority to exceed the 20% of OSR collected in FY 2017/2018 was sought from the Minister of Local Government as provided in the 1st Schedule Regulation 4 (A) of the LGA Cap 243 as amended.</p>	0
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Procurement and contract management

12	The LG has in place the capacity to manage the procurement function Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> • Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The District LG had a position of Senior Procurement Officer and Procurement Officer were substantively filled as follows:</p> <p>The Senior Procurement Officer (M/s Nakitto Madina) was appointed on promotion on 5th June 2017 as directed by DSC under Min. No. 373/2017-5.2. Ref:CR.160/1</p> <p>Procurement officer (Bwayo Phiona Winnifred) was appointed on 28th Feb 2019 by DSC under Min. N.o DSC/457/2018-1.0 signed by CAO. Ref: CR.156/2.</p>	2
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The LG has in place the capacity to manage the procurement function

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

Maximum 4 points on this performance measure.

The appointed Evaluation committee for the procurement during FY 2018/2019 produced evaluation reports with technical and clear recommendations to the contract committee for instance;

In its report dated 31st October 2018 the TEC recommended to the CC that Galaxy Agro Tech (U) Ltd be a awarded contract as the best bidder at UGX 132,619,020.

The CC on 11th November 2018 under Min. No. 023/MCC/2018/19 upheld recommendation of EC and awarded Galaxy Agro Tech (U) Ltd a contract of UGX 132,619,020.

The same TEC evaluated procurement bid for

Extension of piped water at Khatsonga and CC awarded a contract to Yeewa Enterprise Ltd at UGX97,397,550.Ref:Mana 566/wrks/2018-19/00002

Construction of 05 stance lined pit latrine at Sigunga in kaato Sub County Ref: Mana566/wrks/2018-19/00006 was evaluated on 20th November 2018 by Assistant Engineer, AEO- MOEBMT water and Accountant. In its report it recommended CC to award Bukhobulo Investment Ltd at UGX 24,644,890

The CC on 23rd Nov 2018 under min no 027/MCC/2018/19 upheld recommendation of EC and awarded Bukhobulo Investment Ltd a contract of UGX 24,644,890.

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

Maximum 4 points on this performance measure.

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

The Contracts Committee considered recommendations of the TEC and in all awarded contracts, the PAT did not note any deviations from EC recommendations For examples:

In its report dated 31st October 2018 the TEC recommended to the CC that Galaxy Agro Tech (U) Ltd be a awarded the contract as the best bidder at UGX 132,619,020.

The CC on 18th Oct 2018 under min no 023/MCC/2018/19 upheld recommendation of EC and awarded Galaxy Agro Tech (U) Ltd a contact of UGX 132,619,020.

In its report of 20th Nov 2018, the TEC recommended that the Construction of 05 stance lined pit latrine at Sigunga in Kaato Sub County Ref: Mana566/wrks/2018-19/00006 it recommended that the contract is awarded to Bukhobulo Investment Ltd at UGX 24,644,890

The CC on 23rd Nov 2018 under min no 027/MCC/2018/19 upheld recommendation of EC and awarded Bukhobulo Investment Ltd a contact of UGX 24,644,890.

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 Plan for FY 2019/2020 covered all the infrastructure projects for the FY 2019/2020 AWP for instance the page 6 of procurement plan, the project for the completion of extension of piped water in Bukusu-Buwaya area at 73,014,000 is in AWP at page no.10under vote; Engineering(water) with a sum of 273,014,000 for completion of extension of piped water in Bukusu- Buwaya area.

Construction of 5 stance lined pit latrine at Bubukanza at Wesswa primary school at UGX 25,000,000 on page 5 of procurement plan and evidenced on page 7 of the AWP 2019/2020 under Vote; Education for construction of 4 stance lined pit latrine in Bubukanza in Wesswa p/s.

The procurement plan for FY 2018/2019 corresponds well with respective AWP for example item no. 187 completion of construction of Administrative block (Lukhoba) projected at UGX 150,000,000 on page 18 of procurement plan was also capture on page 19 of FY 2018/2019 AWP.

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>By 30th August 2019, the PDU had not prepared 80% of the Bid Documents for all Infrastructure/Investment projects as evidenced below.</p> <p>Out of 25 Investment/ infrastructure projects, only 15 (60%) had been prepared by time of Assessment. Examples are.</p> <p>Construction of 4 Stance Lined Pit Latrine at Buwangani RGC</p> <p>Extension of Lirima GFS to Buwaya and surrounding areas of Bukusu</p> <p>Construction of 2 Classroom blocks and Office at Kayombe P/S</p> <p>All these were not dated.</p>	0
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>There was DLG Contract Register that captured all the contracts executed for both works and supplies for the FY 2018/2019.</p> <p>The register comprises of S/no. Procurement reference number, subject of procurement, name of Provider, Contact Address, Date of Award, Contract Price, Commencement date and completion date.</p> <p>The Contracts Register was up to date as it captured extension of piped water at Khatsonga and surrounding in Butiru Sub county and rehabilitation (Ref No. Mana 566/wrks/18-19/00002) that had been completed on 13th June 2019.</p>	2

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

Maximum 6 points on this performance measure.

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

All the procurements undertaken during the FY 2018/2019 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). The LG used two procurement methods; Open Domestic and Selective bidding. This was evident from the sample below;

Drilling, casting installation and pump testing of 07 boreholes (Ref No. Mana 566/wrks/2018-19/00001) at UGX 132,619,020. The method used was Open Domestic Bidding and was advertised in New Vision, 27th September 2018. This adhered to the Thresholds.

Extension of piped water to Khatsonga (Ref No. Mana 566/wrks/2018-19/00002) at UGX 97,397,550. The method used was Open Domestic Bidding and was advertised in New Vision, 27th September 2018. This adhered to the Thresholds.

Completion of construction of staff house at Bukimanayi HCII (Ref No. Mana 566/wrks/2018-19/00003). The method used was Open Domestic Bidding and was advertised in the New Vision, 27th September 2018. This adhered to the Shresholds.

Construction of 5 stance line pit latrine at Sigungu P/S in Kaato Sub county (ref no mana 566/wrks/2018-19/00006) at UGX 24,444,890. The method used was Selective Bidding and this adhered to the Thresholds.

Completion of Construction of Administration block at Lukhoba. Ref: Mana566/wrks/2018-19/00004 at UGX 149,919,248. The method used was Open Domestic Bidding and was advertised in the New Vision, 27thSeptember 2018. This adhered to the thresholds.

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>For FY 2018/2019 all works projects implement were appropriately certified based on technical supervision</p> <p>For instance</p> <p>Completion certificate for drilling, casting, testing and installation of 07 boreholes (ref no. Mana 566/wrks/18-19/00001) was issued on 13th March 2019 and signed by the Borehole Technician and DE after supervising the project.</p> <p>Completion certificate of extension of piped water at Khatsonga and surrounding in Butiru Sub county and rehabilitation (ref no. Mana 566/wrks/18-19/00002) issued on 13th June 2019 and signed by DE and CAO. The project was inspected by Assistant Engineering Officer and DE on 13th June 2019.</p> <p>Interim certificate for completion of construction of staff house at BukimanayiHCII (ref no. mana 566/wrks/18-19/00003) issued on 12th March 2019 by AEO and DE. The project was inspected by the AEO on 12th 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>The DLG had Just displayed the best evaluated bidder on the notice board dated 25th Oct 2019 therefore no project/s was labelled at time of assessment for example Construction of 4 Stance Lined Pit Latrine at Buwangani RGC</p>	2

Financial management

The LG makes monthly and up to-date bank reconciliations

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

Maximum 4 points on this performance measure.

The LG operated 16 (sixteen) Manual Cash books in FY 2018/2019 which were dully Reconciled on monthly basis But were not authenticated as per the sample below:

General Fund Account:

Bank statement balance as at 30/6/2019: Shs: 86,777,000

Cash book balance as at 30/6/2019: Shs87,253,028

Health Account:

Bank statement balance as at 30/6/2019: Shs 327,763,890

Cash book balance as at 30/6/2019: Shs 163,890

Education Account:

Bank statement balance as at 30/6/2019: Shs 298,923,589

Cash book balance as at 30/6/2019: Shs 120,071

Administration Account:

Cash book balance as at 30/6/2019: Shs 282,513

Bank statement balance as at 30/6/2019: Shs 23,513

Statutory Bodies Account:

Bank statement balance as at 30/6/2019: Shs 1,548,883

Cash book balance as at 30/6/2019: Shs 148883.

The LG was rolled on IFMS in July 2019 and 3 (three) bank accounts namely TSA, Revenue Collection and General Fund were operated on the system.

The LG was rolled on the computerized system (IFMS) in July 2019.

However, the Monthly General Ledger Reconciliation Summary Reports for at least July to September 2019 were not accessible due to system failure which had persisted since July 2019 and could only be rectified by support team from MoFPED.

The LG awaits support team from MoFPED to rectify the failure.

17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>The LG made timely payment of suppliers during FY 208/2019 within a payment duration of 30 days as per their respective signed contracts as evidenced by the sampled payments below:</p> <p>M/s Muaina Engineering Works Ltd requested for payment of Shs 47,837,442 on 27/2/2019 for completion of construction of staff house at Bukimanayi HCII which was certified(certificate No. 1) and recommended for payment by the District Engineer on 12/3/2019 and paid on 19/3/2019 vide PV No. 09/3/19 within 20 days.</p> <p>M/s Khautake and Sons Enterprises Co. Ltd requested for payment of Shs 19,535,765 on 15/01/2019 for construction of 5-stance pit latrine at Lwemuna P/S which was certified (certificate No. 01) and recommended for payment by the Engineering Assistant Ministry of Education on 25/1/19 and paid on 2 vide PV No. 1/2/2019 vide PV No. Educ. 01/2/19 within 16 (sixteen days).</p> <p>M/s Yeewa Enterprises Co. Ltd requested for payment of Shs 92,364,795 on 12/6/2019 for extension of Lirima GFS to Khatsonga and surrounding areas of Butiiru Sub county which was certified(certificate No. 1) and recommended for payment by the Assistant Engineering Officer/ Water on 13/6/19 and paid on 26/6/19 vide PV No. 1/2/2019 vide PV No. Educ. 24/06 within 14 days within 14 days.</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 the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG had a substantive Principal Internal Auditor by the names of Welikhe Ambrose David appointed by the District Service Commission on 18/05/2016 Ref. CR.156/2 DSC Minute No. 342,2016 (1)</p>	1

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.

• LG has produced all quarterly internal audit reports for the previous FY: score 2.

The LG produced all the 4 (four) unreferenced Quarterly Internal Audit Reports for FY 2018/2019 which were copied to various authorities including CAO, OAG, IAG, LGPAC to mention but a few:

Quarter	Reference	Date of report
Quarter 1	Unreferenced	29/10/2018
Quarter 2	Unreferenced	28/1/2019
Quarter 3	Unreferenced	24/4/2019
Quarter 4	Unreferenced	30/8/2019

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 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.

The LG did not avail Information to Council & LG PAC on the status of implementation of Internal Audit findings in FY 2018/2019 to the assessment team as illustrated in the table below:

Nature and total number of queries raised: 30

Nature and total number of queries cleared: 00

Nature and total number of queries pending: 30

The nature of queries raised but were pending included the following::

Shs 3,960,000 not accounted for by Mutonyi Annet under Education Sector.

P rocurement irregularity under Health sector.

Unexpended balance of Shs 327,600,000 under Health Sector.

Unaccounted for funds under Water Sector.

Unaccounted for funds under Education Sector

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>All the 4 Quarterly Internal Audit Reports for FY 2018/2019 were duly submitted to the LG Accounting Officer and copied to LGPAC as illustrated in the table below:</p> <table> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference for report review</th> </tr> <tr> <td>Quarter 1</td> <td>29/10/2018</td> <td>Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019</td> </tr> <tr> <td>Quarter 2</td> <td>28/1/2019</td> <td>Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019</td> </tr> <tr> <td>Quarter 3</td> <td>24/4/2019</td> <td>Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019</td> </tr> <tr> <td>Quarter 4</td> <td>30/8/2019</td> <td>Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019</td> </tr> </table> <p>The LGPAC reviewed and followed-up the 1st, 2nd, 3rd & 4th Quarterly Internal Audit Reports for FY 2018/2019 as evidenced in the LGPAC Draft Minutes of 28/10/2019, 29/10/2019 and 4/11/2019 seen in a counter book.</p>	Quarter	Date of submission	Reference for report review	Quarter 1	29/10/2018	Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019	Quarter 2	28/1/2019	Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019	Quarter 3	24/4/2019	Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019	Quarter 4	30/8/2019	Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019	1
Quarter	Date of submission	Reference for report review																	
Quarter 1	29/10/2018	Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019																	
Quarter 2	28/1/2019	Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019																	
Quarter 3	24/4/2019	Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019																	
Quarter 4	30/8/2019	Draft LGPAC Minutes for 28/10/2019, 29/10/2019 & 4/11/2019																	
19	<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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 LG maintained a manual assets register which had not been up-dated and partly conformed to the prescribed format in the LGAM, 2007 as indicated below:</p> <p>Register of Motor Vehicle and Heavy Plants: Conformed to the prescribed format but not up-dated. Last up-dated in November 2018.</p> <p>Register for Fixed Assets – Land and Building: Conformed to the prescribed format but not up-dated - District Administration block not captured there in.</p> <p>Fixed Assets Register – General: Not in conformity to the prescribed format and LG named it Movable Assets Register.</p>	0															
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>The Auditor General's Opinion on the financial statements of Manafwa LG for the year ended 30th June 2019 was "Qualified".</p>	2															

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 24 August 2018 discussed:

i) Audit Generals Report under Minute DLG Min. 304/08/2018/19

(i) Review of the district Budget for FY 2018/2019 under DLG Min 306/08/2018/19

Quarter 2: Meeting held on 25th October 2018 discussed the following laying of:

i) District Statistical Abstract under Min 286/10/2018/19

ii) District Client Charter under Min DLG 284/10/2018/19

Quarter 3: Meeting held 19th March 2019 discussed the following

Presentation and approval of 2nd Quarter Departmental Performance for FY 2018/19 under Min DLG Min 293/02/2018/19

Meeting held 28th March 2019 discussed the following:

Discussion of reports for the committees of Social services and Finance Planning and Administration under Min DLG Min 300/03/2018/19

Meeting Held 18th January discussed the following:

Discussion and approval of District Public Accounts Committee reports under Minute DLG Min 283/12/2018/19

Approval of Midterm review report, Statistical abstract and Client Charter under DLG Min 284/12/2018/19

4th Quarter

Meeting held on 28th May 2019 discussed and approved district Workplan and Budget estimates for FY 2019/2020 under Min DLG Min 309/05/2018/19

The LG has responded to the feedback/ complaints provided by citizens

Maximum 2 points on this Performance Measure

- Evidence that LG has designated a person to coordinate response to feed-back (grievance/complaints) and responded to feedback and complaints: score 1.

Ms Namaganda Edith the district Information Officer was designated to coordinate response to feed-back (grievance /complaints) in Letter from Mr Otai Charles CAO dated 1st July 2018 under reference CR 151/2 but there was no evidence availed that she responded to feedback and complaints

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>The LG had a system for recording, investigating and responding to grievances which starts with receiving grievances and calling the aggrieved person for negotiations if not finalized then an arbitrator is engaged to mediate as seen from letter from CAO dated 3rd May 2019 under reference CR 212/1 to a retired magistrate to mediate a case.</p> <p>Evidence of settled grievances was the minutes of arbitration and reconciliation between Butiru Sub-county and Wamukota Robert dated 15th August 2019 signed by Mukumba Doreen District Labour Officer and Lukope Stephen Deputy CAO. However, the grievance handling system is NOT displayed on a public notice board.</p>	0
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>The LG published LG Payroll and Pensioner Schedule on public notice boards which were still on by the time of assessment. The pensioner pay roll for the month of October 2019 was displayed on 1st November 2019 and it included pensioners such as Wafula William former Principal Health Inspector IPPS No. 867393</p>	2
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>The procurement plan was NOT displayed because of huge volumes but awarded contracts (Best Evaluated Bidders) were displayed for at least 10 days but they were left there until there was more information to be displayed. The assessment found copies of BEB on the Notice board. There was a specific notice board for PDU.</p> <p>Some of the Best Evaluated bidders evaluated included:</p> <p>Drilling of 7no. Boreholes at UGX 132,619,020 by Galaxy Agro Tech Limited</p> <p>Supply of Borehole parts at UGX 42,647,560 by Kanye Investments Limited</p>	1
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • 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>LG published performance assessment results and implications as evidenced by a letter from Mr Otai Charles CAO showing that LG Performance Assessment Results were disseminated to Heads of department, contained in letter of June 28 2019 reference CR/210/8 requiring them to act on the gaps identified.</p>	1

24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • 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>A distribution and acknowledgement sheet for distribution of Planning Guidelines to LLG for DDEG dated 20th October 2018 and duly signed by 28 recipients 'was in place as evidenced.</p>	1
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • 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>The LG organized and conducted 4 Barazas in the sub-counties of; Kaato, Buwagogo , Butiru Town Council and one at District Headquarters as evidenced by the following:</p> <p>i) Standardized Baraza day programme</p> <p>ii) Report on Baraza activity held on 19th June 2019 at Buwagogo sub-county dated 18th June 2019 compiled by Nabukwasi Evelyn SAS Buwagogo Sub-county</p> <p>i) Report for Kaato compiled by Situma Damascus Munyanda Moderator/Rapporteur and received by Kyeyune Ssenyonjo for Deputy Resident District Commissioner on 14 May 2018</p> <p>The LG also participated in Barazas organized by other stakeholders such as Hub for investigative media held on 20th September at Butiru Town Council Playground as seen from letter of invitation dated 27th August 2019 by Edward Ronald Sekyewa Executive Director. A report was still awaited.</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.

The DLG gender focal person and CDO have provided guidance and support to sector department in FY2018/2019 for instance

Training report for gender mainstreaming targeting HODs, Senior Assistant Secretaries and Community Development Officers dated 25th February 2019, prepared by DCDO Weyusha Joseph and received by CAO on 25th February 2019.

Note of guidance form the Ministry of Gender Labour and Social Development (MGLSD) on gender based violence prevention and response in June 2018.

Participated in community health and education program on 3rd March 2019 at Manafwa District headquarters.

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.

The DLC gender focal person and CDO planned for a minimum of 2 activities for current FY 2019/2020 for instance

To support 66 youth groups two per sub county in project implementation and management page 101 AWP.

To empower the youth with basic skills of projects management before government supporting them with YLP projects funds AWP page 101 .

Assessment of 8 PWDs and elderly persons group to excess PWDs special grant AWP page 103

The approved budget estimates was 497,124,139 and expenditure was 305,218,000 thus implementing 63.5% (the did not receive all the money budgeted for in FY2018/2019 from the Centre)

To carry out monitoring and close supervision of YLP activities in the field.

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

Maximum 6 points on this performance measure

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

All projects implemented in FY 2018/2019 were appropriately screened and mitigation measures were planned and budgeted for.

For instance

Construction of Lined Pit Latrine at Sigunga PS. Screening was done on 11th August 2018 by the DEO. The Environment and Social Management Plan was done on 11th August 2018 by the DEO.

Monitoring was done on 8th May 2019 by DEO and Assistant Environment Officer.

Report on Certification of implementation of mitigation measures was done on 28th June 2019. The inspection was done by the DEO and CDO on 20th June 2019. Finally an Environmental and Social Certification form was issued on 28th September 2019 by the DEO and CDO.

Construction of General Ward and Maternity Unit at Bukimanayi Health Centre. Screening was done on 25th August 2018 by DEO. Environment and Social Mitigation Plan was done on 25th August 2018. Monitoring was done on 8th May 2019 by DEO and Assistant Environment Officer.

Report on certification was not yet done because the project had just been finished.

Construction of Pit Latrine at Kikwetsi

Screening was done on 11th August 2018 by the DEO.

The Social Mitigation Plan was done on 11th August 2018. Safe guard monitoring was done on 9th May 9th May 2019. Report on certification on implementation of environmental mitigation measures was done on 25th June 2019 though this was preceded by an inspection on 20th June 2019.

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 LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>There was no evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents.</p>	0
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • 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>FY 2018/2019 DLG implemented projects were on land where LG had a proof of land ownership for instance.</p> <p>On the project of the seed school in Sibanga Sub County. The land Owner, Mr. Augustine Mutenyo donated a piece of land to the district. The land measures around 5.5Acres. The donation letter was written on 01st November 2018.</p> <p>On the project for upgrading Bukimanayi HC II to HC III, there is a land agreement offer by Kutosi Wilson (Land Owner) to the district. The offer is dated 20th February 2019.</p> <p>On the project for putting a borehole in Bunalesa Village. There is community letter of Agreement between Bunalesa Village council and the Council of Bunabwana LCIII showing that the land where the borehole is to be put is available.</p>	1

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

Maximum 6 points on this performance measure

- Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1

There was evidence that all completed projects have environmental and social mitigation forms completed and signed by the CDO and DEO as evidenced below.

Construction of Lined Pit Latrine at Sigunga PS.

Report on Certification of implementation of mitigation measures was done on 28th June 2019. The inspection was done by the DEO and CDO on 20th June 2019. Finally an Environmental and Social Certification form (Certificate No. ENV/MNFWA/EDN/003/FY2018/19) was issued on 28th September 2019 by the DEO and CDO

Construction of 5 Stance Line Pit Latrine at Bunabutsale Primary School

Report on Certification of implementation of mitigation measures was done on 28th June 2019. The inspection was done by the DEO and CDO on 20th June 2019. Finally an Environmental and Social Certification form (Certificate No. ENV/MNFWA/EDN/005/FY2018/19) was issued on 28th September 2019 by the DEO and CDO

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

Maximum 6 points on this performance measure

- Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1

There was no evidence that the contract payment certificated included prior environmental and social clearance since all the sampled interim certificated, there was no one from Environment that signed.

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition	<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	There was no evidence availed at the time of Assessment that the Environmental Officer and CDO make monthly reports. Instead they make activity reports based on projects under implementation
Maximum 6 points on this performance measure		

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>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>Basing from the Approved Budget Estimates of Performance Contract FY 2019/20. A Wage Bill provision of UG.X 5, 788,991,000 Budgeted for Pre-primary and Primary Education Teachers under Vote. 566</p> <p>However, the staff Lists indicated 730 Teachers had been posted in 61 government aided Schools, with 61 Head Teaches.</p> <p>On average therefore, a Wage Bill of Ug.x. 5, 703,968,886 for 730 teachers catered for a minimum of 7 - 10 Teachers at Ug.x.7,813,656, per teacher per annum for schools with a Head Teacher schools and classes less than p.7.</p>	4
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Information from DEO, revealed that out of 61 govt aided P/Schools in Manafwa LG, 37 had at least 7-10 Teachers per school with a Head Teacher and for sch. with classes up to P.7 and 24 primary schools with classes less than P.7.</p> <p>Average from Sample schools, Butiru Demo p/s, had 18 Teachers and a Head Teacher, (Esther Kasede), Lwanjusi p/ had 17 Teachers and a Head Teacher (Walimbwa Godfrey), Bubulo Mixed/s had 19 Teachers including a Head Teacher and Butiru Christian had 23 Teachers including a Head Teacher. Therefore $(18+17+19+23) / 4 = 19.25$ Teachers. There were 19 teachers per school including H/Teacher for schools with a minimum of less than p.7.</p>	4

2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Information from the available approved Manafwa LG Staff Structure indicated that Education dept had a total of 730 Primary School Teachers who included 61 Head Teachers and 61 Deputy Head Teachers, and 608 Education Assistants.</p> <p>Out of a staff ceiling of 735 in Education Sector, meant that 730 Teachers represented about 99.32% of the total Education staff.</p> <p>Information availed also showed that 01 Inspector and 30 Teachers had been newly appointed and Transferred Vide; CR/161/2 dated 28/06/2019, MNF/DSC/463/2019 with a Wage Bill Provision under Vote 566 Manafwa LG Approved Budget Estimate, FY: 2019/20.</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>Information from Manafwa LG Approved Staff Structure showed that the Education dept had a staff of 5 of which 2 (two) were Schools Inspectors.</p> <p>Wasike John Inspector of School appointed under Minute MNF/DSC/463/2019 –(1.1 dated 10th/6/2019 reference CR/161/2 with a Wage Bill Provision under Vote. 566 Manafwa LG Approved Budget Estimates FY: 20219/20.</p> <p>Khayemba Joseph Inspector of Schools appointed on under Minute MNF/DSC/463/2019 (1.1) dated 9th/4/2019.</p>	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>The Recruitment Plan for FY: 2019/20 was submitted by the DEO to HRM signed on 30/06/2019.</p> <p>The Education dept intended to recruit 100 Education Ass, 15 H/Teachers, 16 D/ Head Teachers</p> <p>The LG awaits more funding (wage bill) from the centre to enable them recruit more staff.</p>	2
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>The Recruitment Plan for FY: 2019/20 was submitted by the DEO to HRM signed on 30/06/2019.</p> <p>The Education dept intended to recruit 1 Inspector of Schools.</p> <p>The LG awaits more funding (wage bill) from the centre to enable them recruit more staff.</p>	2

Monitoring and Inspection

5

0

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

Maximum 6 for this performance measure

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

- 100% school inspectors: score 3

There was no evidence indicating that the newly recruited Inspector of Schools; Wasike John had been appraised.

5

3

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

Maximum 6 for this performance measure

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

- Primary school head teachers

- o 90 - 100%: score 3
- o 70% and 89%: score 2
- o Below 70%: score 0

Evidence availed at the time of assessment indicated that all 61 Head Teachers (**100%**) 32 substantive and 29 Ag. Had been appraised as evidenced below;

Esther Kasede H/Teacher of Butiru Demo p/s submitted a performance report for the period 01/01/2018 to 31/12/2018 on 25th July 2018 and had been appraised by S/County Chief, James Kitakha on 25th. July, 2018.

Walimbwa Godfrey H/Teacher Lwanjusi p/s submitted a performance report for the period 01/01/2018 to 31/12/2018 and was appraised by S/County Chief Mutenyo Masinde, on 08/02/ 2019.

Kitui Milcah Wanda Bubulo Mixed p/s submitted a performance report for the period 01/01/2018 to 31/12/2018 and was appraised by Maina Anthony, S/County Chief on 27th July 2018.

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

- 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

The department had communicated guidelines, policies and circulars issued by the national level. For instance;

1) Circular ref: ADM/48/3.5/01 dated 10/12/2018 for Teacher Management Information Systems training (TMIS) launched by the MoES on 19/09/2018 to replace the Old system for Teacher Registration and management effective 31/12/2018.

2) To upgrade Teacher Records, on e- system, E-Recruitment by the Education Service Com, Access to information, Management of Transfer and Confirmation in Teaching servicing and Teacher Data School Inventory.

3) Circular ADM/48/139/03 dated 29/10/2018 prohibiting Unlicensed / Unregistered Boarding sections according to MoES ACT 2008Section 32.

4) Circular ADM/48/139/03 dated 29/10/2018 Guide lines on School charges reiterated on unrealistic / prohibitive school fees/ tuition fees.

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

- 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

The department had held meetings with primary school head teachers and among others explained and sensitized them on the guidelines, policies and circulars issued by national level.

For instance;

On 11th July 2018 under MIN3/7/2018,the DEO presented and discussed Inspection Report, support supervision and follow up and examples of schools that needed follow-up were sited such as Butiru Demo p/s, Butooto ,Bukhadala, Kayombe required follow up as better performing p/schools.

DEO also on 005/11/2018, held a meeting with Head Teachers, and under MIN04/03/2018, discussed Circular of the MoES (Un registered) p/Schools (Re-issued), Illegal Boarding Dormitory sections.

Under MIN05/03/2018, the meeting agreed to a Way forward that Head Teachers to ensure no operation of Un registered Private illegal Boarding sections.

The LG Education Department has effectively inspected all registered primary schools²

Maximum 12 for this performance measure

• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced:

- o 100% - score 12
- o 90 to 99% - score 10
- o 80 to 89% - score 8
- o 70 to 79% - score 6
- o 60 to 69% - score 3
- o 50 to 59 % score 1
- o Below 50% score 0.

Following field visits to the following schools indicated that the inspections had been conducted as follows;

Bubulo Mixed P/s inspection was carried out 09/07/2018, 5/11/2018 and 17/07/2019

Butiru Demo P/s inspection was carried out 08/07/2019 and 15/11/2018 and 12/07/2018

Lwanjusi P/s inspected on 01/04/2019, 02/07/2019, 27/09/2019.

Butiru Christian P/s inspection was carried out 26/09/2019 only once instead of three times required.

Therefore, the percentage of inspections conducted as per sampled schools = $4/5 \times 100 = 80\%$

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 only one inspection report discussed (term III) that was availed to the assessment team.

From School the inspection period 2018/19 DEO and H/Teachers held a Planning meeting and discussed the Inspection report for Term III on 04/03/2019 under MIN 04, the DIS, discussed PLE performance, time management and Teacher Attendance,

Under MIN05, H/Teachers were asked to set targets through developing Time tables, ensure Children were on Uniform and give Learners extra work to better their performance.

Also under MIN 06 the Assistant. Inspector, Khaemba Joseph, emphasized that H/Teachers to ensure teachers were committed to work, have good attitude, assess Learners through exams, develop Marking- Guides and Time tables.

Teachers were encouraged to improve on their instructional materials and agreed to a 3Year Strategy of improved Performance as Very good.

8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>Term One (Quarter2) inspection report submitted on 4 January 2019 through unreferenced letter</p> <p>Term two (Quarter 3) inspection report submitted 9th August 2019 through unreferenced letter</p> <p>Term Three (Quarter 4) inspection report submitted 20th August 2019 through unreferenced letter</p>	2
8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There was a follow-up meeting on 4th/3/2019 for Term 1 inspection Report as per Min. 04/2019. Issues discussed included PLE Performance, Time management, Teacher attendance and evaluation of pupils using report cards. Recommendations were as per Min. 5/2019; that:</p> <p>Teachers to set performance targets through time tables.</p> <p>To monitor pupil performance</p> <p>Head teachers to report on teacher attendance.</p> <p>There was no evidence of meetings held to discuss Term 2 and 3 inspection reports.</p>	0
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The List of schools at the DEO's office consisted of 61 schools which were not consistent to the 60 schools found in the EMIS</p>	0

9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>There was in consistence between the enrollment data submitted with EMIS reports and PBS as evidenced from the sampled schools below;</p> <p>Bubulo Mixed P/s had Enrollment of 804 while EMIS was 953 Pupils, Butiru Demo P/s had 1261 Pupils and EMIS had 1067, Lwanjusi P/s had 1066 Pupils while EMIS was 1102.</p> <p>All lists of schools had EMIS Codes but inaccurate Enrolment pupil numbers.</p> <p>Information availed from DEO office revealed that EMIS Enrollment Data on PBS was not similar and consistent with School Enrollment Data as from the Sample of schools visited below:</p> <p style="text-align: center;">EMIS Enrol't Sch.Enrol't</p> <p>Butiru Dem P/s 1067.....1261</p> <p>Lwanjusi P/s 1102.....1066</p> <p>Bubulo Mixed P/s 953.....804</p> <p>Butiru Christn P/s (Private) was missing on EMIS systems of School Enrolments.</p>	0
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Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the 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>The Council Committee responsible for Education under Social Services met and discussed service delivery issues. For instance, the meeting of 9/11/2018 chaired by Councilor Wakhale Joseph discussed the following:</p> <p>Sector Priorities for FY 2018/19 under Minute SCSS 04/11/2018/19 the Education department presented their priorities which totaled Ug shs 6,286,964,657</p> <p>The meeting held on 23/1/2019 discussed sector budget estimates for FY 2018/2019 under Min SCSS 04/01/2018/19.</p> <p>For education department, the DEO presented a budget totaling 535,073,000</p>	2
10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>The education sector committee presented sector implementation issues in a meeting held on 1st March 2018 under Min DLG300/03/2018/19 for approval by Council. The key issue presented was to request Government to increase wage bill to cater for Head teachers in acting positions.</p>	2

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>Information from the Education dept, indicated all Government aided P/schools had established, functional SMC committees and evidence from school samples visited, revealed, SMC held at least 3 mandatory meetings to discuss Budgets and school resource allocations.</p> <p>These schools had submitted copies of minutes of SMC - Meetings to Manafwa LG DEO office.</p> <p>Butiru Demo P/s SMC had held and submitted on (28/03/2019, 24/09/2018 and 08/06/2019)</p> <p>Bubulo Mixed P/s SMC, held meetings on (04/07/2019, 03/07/2019 and 27/06/2019)</p> <p>Lwanjusi P/s held on (04/05/2018, 27/09/2018 and 25/02/2019)</p> <p>While Butiru Christian (private) P/S held the meeting once (21/10/2019) which was contrary to the guidelines.</p> <p>Therefore, over all meeting average was (4/5x100=80%)</p>	3
12	<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	<p>There was evidence that the LG publicized all schools receiving non- wage recurrent grants as evidenced from the sampled Primary schools as follows:</p> <p>Butiru Demo P/s Notice board, posted</p> <p>Term 1 had received Ug,x 3,313,566,</p> <p>Term 2 had received Ug.x 3,463,375,</p> <p>Bubulo Mixed P/s Notice Board had posted;</p> <p>Term 3 received Ug.x 3,020,000</p> <p>Term 2 received Ug.x. 3,007,000</p> <p>Term 3 received Ug.x. 4,140,000</p> <p>Lwanjusi P/s Notice Board had</p> <p>Term 3 Release Ug,x,3,374,861</p> <p>Releases were received under Non-Wage Bill Recurrent grants on a termly basis to UPE p/s and signed by the CAO</p>	3

Procurement and contract management

13	<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>Information available revealed that the Education dept had submitted Procurement input that covered all investment items of Education into Manafwa LG Annual Work plan /Budget Estimates for the FY: 2019/20 under the Approved Vote 566 Manafwa LG Budget Estimates FY 2019/20.</p>	0
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Financial management and reporting

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</p>	<p>The LG Education department had timely certified and recommended suppliers for payment as evidenced in the sampled payments below:</p> <p>M/s Bukhabulo Investments (U) Ltd requested for payment of Shs 24,644,890 on 1/2/2019 for construction of 5-stance pit latrine at Sigunga P/S in Kaato Sub county which was certified (Certificate No.01) and recommended for payment by the Engineering Assistant MoE and S on 19/2/2019 and paid on 11/3/2019 vide PV No. 03/3.</p> <p>M/s Khantake and Sons Enterprises Co. Ltd requested for payment of Shs 19,535,765 on 15/01/2019 for construction of 5-stance pit latrine at Lwemuna P/S which was certified (Certificate No.01) and recommended for payment by the Engineering Assistant MoE&S on 25/1/2019 and paid on 1/2/2019 vide PV No. Educ. 01/2/19.</p> <p>M/s Buwanzala Holdings Ltd requested for payment of Shs 22,709,200 on 12/2/2019 for construction of 5-stance lined pit latrine at Bunabutsale P/S in Bunabutsale Sub county which was certified (Certificate No.01) and recommended for payment by the Engineering Assistant MoE&S on 19/2/2019 and paid on 11/3/2019 vide PV No. Educ. 04/3.</p>	3
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>No evidence of information on annual report submission for Education department was availed to the assessment team.</p>	0

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

Maximum 4 for this performance measure

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

o If sector has no audit query

score 4

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

o If all queries are not respond-

ed to score 0

The LG had 2 (two) findings raised in the 3rd and 4th Quarterly Internal Audit Reports for FY 2018/2019.

The DEO made an unreferenced submission of relevant accountabilities to CAO on 4/9/2019 who forwarded it to the Principal Internal Auditor on the same date for verification.

Total number and nature of queries raised: 02

Total number and nature of queries cleared: 02

Total number and nature of queries pending: 00

The two queries were all in respect of unaccounted for funds for the sector activities in FY 2018/2019.

Social and environmental safeguards

17

0

LG Education Department has disseminated and promoted adherence to gender guidelines

Maximum 5 points for this performance measure

- 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

There was no available evidence that the LG Education sector in collaboration with the Gender Focal person had disseminated Guidelines on how Senior Women/Men teachers should provide guidance to girls and boys to handle hygiene, reproductive health and life skills.

17

0

LG Education Department has disseminated and promoted adherence to gender guidelines

Maximum 5 points for this performance measure

- 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

There was no evidence that the LG Education sector in collaboration with the Gender department had issued and explained Guidelines on how to manage Sanitation, for Girls and PWDs in primary schools.

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>Information available from School Samples visited revealed that School Management Committees met the Gender composition as required.</p> <p>For example;</p> <p>Bubulo Mixed P/s SMC 12 members were comprised of: 3 Female to 9 male.</p> <p>Butiru Demo P/s SMC – 11 members 3 Female and 08 male.</p> <p>Butiru Christian P/s SMC- 09 members; 3Female, 06 Male.</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • 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>No available evidence that Manafwa LG Education sector in collaboration with the Environment department had issued guidelines on Environmental management (tree-planting and waste management and formation of Environment clubs and environment education.</p>	0
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>No evidence of site visits checking on compilation of mitigation plans were availed to the assessment team by the Environment Officer and CDO.</p>	0
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>No evidence of site visits checking on compilation of mitigation plans were availed to the assessment team by the Environment Officer and CDO.</p>	0

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>The total staffing norms in the approved AWP for the Health sector was 210 health workers and wage bill of 2,054,330,772/=. The actual staff on post/pay roll FY 2019/2020 was 184 health workers with wage bill of 2,054,330,772,64,000/=</p> <p>Computation $(184/210) \times 100 = 87.6\%$</p> <p>According to Manafwa District staffing norms and current staff on pay roll there was a staffing gap of 12.4%</p>	8
2	<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>The DHO submitted a recruitment plan FY 2019/2020 to CAO/HRM Ref. DDHS 354 dated 7th March 2019. It was received by the CAO's office on 13th March 2019. The DHO intended to recruit 57 critical staff.</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 2018/2019 as per the sampled 5 files below;

Wabutuwa John CO, IPPS I038450 in-charge Butiru HC III (CHRIS-CO) was appraised but his file could not be accessed as it was in District Service Commission for Confirmation.

Mr. Wanzala Emma, Senior Clinical Officer, IPPS 754772, in-Charge Butiru HC III Govt, appraised by DHO on 24th July 2019. And CAO on 28th August 2019

Mr Walimbwa Herbert Yusuf Senior Clinical Officer In Charge Rwanjusi HC III, IPPS 837172; appraised by DHO on 26th June 2019, and cAO 27th June 2019.

Dr Oyese Emma Gahima, SMO in-Charge Bugobero HC IV, IPPS 804239; appraised for 2018/2019 by DHO on 25th June 2019, and CAO on 27th June 2019.

Mr. Mandu William, SCO IPPS 837173, in-charge Ikaali HC II, appraised by DHO on 26th June 2019, and CAO on 19th July 2019

This result $(5/5) \times 100 = 100\%$

The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.

Maximum 4 points for this performance measure

• Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4

The DHO Performance Contract for 2019/2020 shows the list of staff as deployed to different health facilities, by title, salary scale, and computer number among other parameters. Basing on the list of health workers found deployed in the 5 sampled Health Facilities it was justified to be consistent with the list in the PBS. Take example of the in-charges of the health units sampled:

Wabutuwa John CO, IPPS I038450 in-charge Butiru HC III (CHRIS-CO).

Mr Wanzala Emma, Senior Clinical Officer, IPPS 754772, in-Charge Butiru HC III Govt

Mr Walimbwa Herbert Yusuf Senior Clinical Officer In Charge Rwanjusi HC III, IPPS 837172

Dr Oyese Emma Gahima, SMO in-Charge Bugobero HC IV, IPPS 804239

Mr Mandu William, SCO IPPS 837173, in-charge Ikaali HC II

5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>The DHO acknowledged that guidelines were forwarded by letters but health workers sign for them in delivery book.</p> <p>That was evident in the delivery book found at the DHO office. Onsite review of available literature materials at the sampled health facilities revealed the following guidelines were available. Health Sector grant and Budget guidelines to LGs FY 2019/2020</p> <p>a) Guidelines for Health care unit management Committees 2019</p> <p>b) Uganda Clinical Guidelines 2016</p> <p>c) Health Sector Development Plan 2015/16 -2019/2020</p> <p>d) Service Standards and Service Delivery Standards 2016</p> <p>e) Health Management Information System Health Unit Procedure Manual 2016</p>	3
5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>The DHO held meetings with the healthy facility in-charges to disseminate guidelines and policies as evidenced in Minute PRM/4/030/10/2018 which showed that HIV Policy guidelines were disseminated in the First Quarter 2018/2019. There was no evidence of invitation letters for the dissemination meetings.</p>	3
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>The DHO conducted integrated Support supervision to the two HC IVs namely Bugobero HC IV and Bubulo HC IV and also did spot checks on the supervision done by the HSDs to the lower health centers as follows:</p> <p>Conducted Q1 supervision during the month of August 2018; a report dated 29th August 2018 is available.</p> <p>Conducted Q2 supervision in January 2019, a report dated 22nd January 2019 is available</p> <p>Conducted Q3 supervision in first week of March 2019, a report dated 7th March 2019 is available</p> <p>Conducted Q4 supervision in June 2019, a report dated 3rd July 2019 is available.</p>	3

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

Manafwa District had 2 Health Sub-District (HSDs) namely Bubulo and Bugobero HSDs.

Supervision by Bubulo HSD

Supervision by Bugobero HSD

During Quarter I, in September 2018 Bugobero HSD supervised Butiru HCIII, Ikaali HC II, and Butiru Chri-Co NFPA

During Q II; In October 2019 Bugobero HSD supervised Ikaali HC II, Butiru Chris-Co, and Butiru HC III

During Q III, Bugobero HSD supervised Lwanjusi HC III, Butiru Chris-Co, Ikaali HC II, and Butiru Holy Family.

During Q IV, Bugobero HSD supervised Butiru Chris-Co, Lwanjusi HC III, Ikaali HC II and Butiru HC III

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

Maximum 10 points for this performance measure

- 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 Quarterly Support Supervision Reports were discussed in 4 Quarterly Performance review meetings and other meetings called by the DHO: For instance:

Quarter 1 Performance review meeting held on 6th September 2018 discussed findings and recommendations in Quarter I Integrated Support supervision report of 29th August 2018. For instance in Minute 4/EDHT/2018 the meeting noted the findings in the report that "Vaccine management, unpaid salaries, work overload and absenteeism" and sought to find remedy.

The second DHTM performance review meeting held on 29th January 2019 discussed Quarter II Support supervision report under Minute 3/03/DHT/2018. Under this report, "Management of absenteeism is still a key issue to be addressed by in-charges and proper use of biometric machines".

Third Performance Review meeting held on 14th March 2019 discussed the Quarter III support Supervision report. Minute 3/02/DHT/2019, under sub-section Support Supervision noted that documentation in ART Clinic was poor. It also noted that shortage of HPV and measles vaccines, and that outreaches were not well done" and discussed solutions.

Fourth Review meeting was held during FY 2019/2020.

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

.One of the objectives of 3rd Quarter FY 2018/19 Supervision was to follow up recommendations of the 2nd quarter Quarterly supervision meetings and other departmental recommendations. Whenever a supervision visit was done the recommendations of the previous quarterly visit were followed up

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

- 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 list of Health facilities that submitted HMIS data online for FY 2018/2019 through DHIS2 and MTRAC was consistent with facilities in Manafwa District PBS contract/Annual Work plan 2018/2019 receiving PHC non-wage. The 10 Health facilities that receive PHC funds non-wage submitted HMIS forms online through DHIS2 in 12 months, July 2018 to June 2019. For example, submission was 100% for December 2018 for HMIS submissions during month of December 2018 was 91.7% and during June 2019 was 95.8%. The health facilities involved were:

Maximum 10 for this performance measure

Bugobero HC IV

Lwanjusi HC III

Butiru HC III

Bukewa HC III

Bukimananyi HC III

Butiru Chrisco HC III (PNFP)

Butiru Disp (PNFP)

Ikaaali HC II

Bubulo HC IV

Bubulo Walanga (PNFP)

Governance, oversight, transparency and accountability

9	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>The Council Committee responsible for Health under Social Services met and discussed service delivery issues. For instance, the meeting of 23/1/2019 under minute SCSS4/1/2018/19 chaired by Councilor Wakhale Joseph discussed the sector budget estimates for FY 2018/19. For Health the DHO presented a budget of Ug shs 2,803,002,527 which was recommended for Council Approval.</p> <p>The Meeting which was held on 2/10/2018 chaired by Councillor Wakhale Joseph discussed departmental physical performance report for 1st quarter FY 2018/19. Under Min SCSS 03/10/2018/19. For Health Department, Priorities for FY 2018/19 highlighted by DHO included: Construction of staff House at Bukimanayi HC II, Renovation of staff house in Butiru, Construction of Maternity Ward and staff house in Ikaali. The proposals were recommended to Council for approval.</p>	2
9	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>The Health Sector Committee presented issues for Council approval like Construction of Staff House at Bukimanayi HC II, Renovation of staff house in Butiru, Construction of Maternity Ward and staff house in Ikaali under Min. SCSS 03/10/2018/19 on 3rd October 2018</p>	2
10	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 6 If 80-99 %: score 4 If 70-79 %: score 2 If less than 70%: score 0 	<p>The 5 Health facilities that were sampled had functional HUMCs that met regularly at least once in each Quarter during FY 2018/2019</p> <p>Bugobero HC IV HUMC:</p> <p>The committee met regularly at least once in all the 4 quarters. For instance in quarter 3, they met on 5th March 2019, and in Minute 002 Communication from the chairperson, and reactions that followed, they passed a resolution that HUMC members should witness delivery of medicines and supplies in rotation basis. In Quarter IV, meeting that sat on 27th May 2019 Minute 05 shows that they reviewed HUMC guidelines and every member was given a copy.</p> <p>Ikaali HC-HUMC met at least once in all the 4 quarters. They met on 27th June 2018, 20th February 2019, 21st December 2018, and 4th June 2019.</p> <p>Butiru HC III (CHRIS-CO Hospital)</p> <p>HUMC of 9 members was found active 4 women 5 men. They had met quarterly in FY 2018/2019: 18th July 2018; In Minute 3 Communication from the Chair. The</p>	6

committee discussed the role of HUMC in linking the health facility to the community. They also discussed the Voucher Plus system which was oncoming and would last 21/2 years with support from USAID.

Met on 2nd February 2019. the committee discussed outreaches arrangements, and how to use PHC which had just been received (638,517) in proportions Admin 30%, Utilities 5%, Outreach 47%, and Management 18%.

Met 21st March 2019 discussed services offered, Drugs received from JMS worth 1,333,000/=. They acknowledged the DHO posting staff 1 CO, 2 MWs, 1 E/N. They also gave a feedback of appreciation for services by the community.

Also lastly met on 5th August 2019 (Q4).

BUTIRU HC111 Govt

Had a HUMC of 7 members 2 women and 5 men. Active. First meeting Q1 took place 10th July 2018. In Minute 5/HUMC/2018 the committee authorized the use of PHC funds to install power in the unit and sensitization of the community.

Second meeting Q2 took place on 27th May 2019. Under minute III Comm Chair, the committee discussed spending PHC, availability of ambulance, and UNRA to evaluate their unit before constructing the road to Rwakhaakha boarder.

On 26th Feb 2019 met and discussed change of bank account signatories following transfer of Mr Maganda John to Bugobero HC IV, and replaced by Mr Wanzala as in-charge.

The committee met 25th May 2019 and discussed compensation by UNRA, use of PHC and RBS funding, and disciplining the driver

The committee again met on 4th June 2019 and 18th August 2019.

Q1 meeting took place on 10th July 2018.

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 LG publicized Health facilities receiving PHC non-wage funds at DHO's and CAO's office notice boards as well as in each Health unit receiving PHC non-wage funds.</p> <p>These Health units receiving PHC were</p> <p>Bugobero HC IV,</p> <p>Lwanjusi HC III,</p> <p>Butiru HC III,</p> <p>Bukewa HC III,</p> <p>Bukimanayi HC III,</p> <p>Butiru Chrisco (PNFP),</p> <p>Butiru Disp (PNFP),</p> <p>Ikaali HC II,</p> <p>Bubulo HC IV,</p> <p>Bubulo Walanga HC II.</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 DHO submitted a Procurement inputs to PDU on 11th March 2019, acknowledged receipt on 11th March 2019.for instance construction of staff house at various Health facilities such as Bukewa H/cIII, Butiru HCIII and Bugobero Health center Page 64 AWP and procurement of fuel and Lubricants Page 65 AWP</p>	2
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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>For FY 2019/2020 the DHO submitted Procurement request using Form PP1 on 11th March 2019 (in FY 2018/2019) and they were received by the CAO on 11th March 2019</p> <p>For FY 2018/2019 there was no evidence to indicate that the LG Health department submitted procurement request form to the PDU in FY 2017/2018 but procurement were done such as construction of staff house at Bukimanayi HCII in FY 2018/19</p>	2
13	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>The LG Health department had certified and recommended suppliers timely for payment as evidenced in the sampled payments below:</p> <p>M/s Muaina Engineering Works Ltd requested for payment of Shs 47,837,442 on 27/2/2019 for completion of construction of staff house at Bukimanayi HC II which was certified (certificate No. 1) by the Assistant Engineering Officer/Water (Ag. District Engineer) and recommended for payment on 12/3/2019 and paid on 19/3/2019 vide PV No. 09/3/19</p> <p>M/s Geomax Engineering Ltd requested for payment of Shs 200,000,000 on 25/6/2019 for the upgrade of Bukimanayi HCII to HC III in Manafwa District which was certified (certificate No. 01) by the Assistant Engineering Officer/Water (Ag. District Engineer) and recommended for payment on 28/6/2019 and paid on 28/6/2019 vide PV No. 2900.</p> <p>M/s Lwakoko Construction and Trading Co Ltd requested for payment of Shs 8,963,122 on 3/12/2018 for Retention on construction of Maternity & General Ward at Bukimanayi HC III which was certified (certificate No. 7) by the Assistant Engineering Officer/Water (Ag. District Engineer) and recommended for payment on 27/2/2019 and paid on 5/3/2019 vide PV No. 02/3/19.</p>	4

Financial management and reporting

14

The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit	<ul style="list-style-type: none">• Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4	Submission of quarterly reports to Planner during FY 2018/2019: NB: Quarter 4 document contained the Cumulative outturn (annual) and Quarter 4 out turn <table><tr><th>Quarter</th><th>Date of submission</th><th>Reference</th></tr><tr><td>Quarter 1</td><td>19/11/2018</td><td>No Ref</td></tr><tr><td>Quarter 2</td><td>5/2/2019</td><td>CR/222</td></tr><tr><td>Quarter 3</td><td>5/4/2019</td><td>No Ref.</td></tr><tr><td>Quarter 4</td><td>7/8/2019</td><td>No Ref</td></tr></table>	Quarter	Date of submission	Reference	Quarter 1	19/11/2018	No Ref	Quarter 2	5/2/2019	CR/222	Quarter 3	5/4/2019	No Ref.	Quarter 4	7/8/2019	No Ref
Quarter	Date of submission	Reference															
Quarter 1	19/11/2018	No Ref															
Quarter 2	5/2/2019	CR/222															
Quarter 3	5/4/2019	No Ref.															
Quarter 4	7/8/2019	No Ref															
Maximum 4 for this performance measure																	

0

15

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 LG Health department had 2 (two) findings raised by the Internal Audit in the 4th Quarterly Internal Audit Report for FY 2018/2019. The DHO submitted relevant accountabilities to CAO on 25/6/2019 and 2/9/2019 which he forwarded to the Principal Internal Auditor on the same dates for verification.
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	Total number and nature of queries raised: 02 Total number and nature of queries cleared: 02 Total number and nature of queries pending : 00 The nature of queries raised was as stated below: Unexpended balance of Shs 327,600,000. Procurement irregularity.

4

Social and environmental safeguards

16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 <p>% women: score 2</p>	<p>Only 2 out of 5 HUMC meet gender compliance of a minimum of 305 women on the committee.</p> <p>These were Butiru Chrisco HC III and Ikaali HC II.</p> <p>Butiru HC III (CHRIS-CO) HUMC had 9 members 4 women (44%) and 5 men</p> <p>Butiru HC III Govt. HUMC had 7 members: 2 women (29%) and 5 men.</p> <p>Lwanjusi HC III HUMC had 7 members: 2 female (29%) and 5 Male</p> <p>Bugobero HC IV HUMC 9 members, 2 female (22%) and 7 male</p> <p>Ikaali HC II HUMC 6 members, 2 female (33%)n and 4 male</p> <p>Only 40% of HUMC committees are gender compliant.</p>	0
16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>There were no formal guidelines on how to manage sanitation in health facilities issued out.</p> <p>However, the sampled health facilities had separate latrine stances for Male and female clearly marked "MALE" and "FEMALE"</p>	0
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> 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>At the time of assessment, there was evidence that environmental and social safeguards were being applied in the sector projects. For example:</p> <p>a) Screening form for upgrading Constructing Maternity and general ward to upgrade Bukimanayi .HC II to III had been filled by the Environmental Officer and Community Development Officer on 25th August 2018</p> <p>c) Certification form No 003 for construction of Constructing Maternity and general ward to upgrade Bukimanayi .HC II to III had been signed by Environmental Officer and Community Development Officer on 25th June 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 Compliance Monitoring Report for Construction of Maternity and general ward to upgrade Bukimanayi .HC II to III had been signed by EO and CDO on 8th May 2019 .</p>	2
18	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> 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. 	<p>The DHO issued guidelines on Medical Waste Management on 28th October 2019 later than FY 2018/2019.</p> <p>However, “Segregation of Medical Waste “had been posted on the walls in the Laboratory and treatment rooms along with the 3 waste bins in black, yellow and Red for separating medical wastes.</p>	0

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>The District Water Department allocated 93.7% of the budget to sub counties with safe water coverage below the district average in the budget for the current FY.</p> <p>The AWP for the Water Sector was prepared on 10th July 2019, Ref: CR/213/2. It was received on 30th July 2019 by Ministries of Local Government and Ministry of Finance Planning and Economic Development.</p> <p>The District Water Average Coverage for FY2019/2020 was 71%</p> <p>The areas below the District Water Average Coverage were: Bukusi(68),Bumabwana(39),Busukuya(70), Butiru(38),Khabutola(65),Bukhofu(58),Sisuni(67)</p> <p>The Total Development Budget was UGX 318,724,063. (this excludes money for wages, printer, toilets, and hygiene and sanitation) (Ref. Development Budget for the Water Sector,2019/20).</p> <p>The money targeted for areas below the District Water Average Coverage was as below.</p> <p>1. Deep Hole Drilling 7No in Bukusu 2, Banabwana 1, Butilo 1, Khabutola 1, Bukhofu 1 = $(7/8) \times 164,840,000 = 144,235,000$</p> <p>2. Lirima GFS Extension to Bukusu = UGX 71,264,063</p> <p>3. Borehole Rehabilitation in Bukusu 1, Bunabwana 2, Busukuya 2, Butiri 3, Khabutola 2, Bukhofu 3, Sisuni 1 = $(14/14) \times 51,520,000 = 51,520,000$</p> <p>4. Water Quality Survey = 5,418,000</p> <p>5. Supervision = 12,700,000</p> <p>6. Retention = 13,000,000</p> <p>Total amount = UGX 298,119,063</p> <p>Percentage $(298,119,063 / 318,724,063) \times 100 = 93.7\%$</p>	7
2	The district Water department has	<ul style="list-style-type: none"> Evidence that the district Water department has 	The Water Department implemented 80.5% of the projects in areas below the Average District Water	10

implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)	<p>implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.</p> <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: 	<p>Coverage as illustrated below.</p> <p>The District Average Water Coverage was 65%.</p> <p>The areas below were. Bunabwana(38), Butiru(36), Khabutola (62), Bukhofu (55).</p> <p>The Development Budget was UGX 346,024,141. That excludes funds for Latrine, GPS, Non Wage expenses and Hygiene and sanitation</p>
Maximum 15 points for this performance measure	<p>Score 15</p> <ul style="list-style-type: none"> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>The portion of Funds implemented in the areas below the district water coverage was as below illustrated:</p> <ol style="list-style-type: none"> 1. Boreholes in Bunabwana 2, Butiru 1, Khabutola 1, Bukhofu 1= $(5/7)*143,920,000= 102,800,000$ 2. Extension- Larima= 98,614,141 3. Construction of BPT on Tsekulu= 12,000,000 4. Springs in Khabutola 1, Bukhofu 1= $(2/4)*10,800,000=5,400,000$ 5. Borehole Rehabilitation = 51,520,000 6. Water Quality Testing =5,670,000 7. Retention*93.7%=0.937*15,500,000= 14,523,500 <p>Total Amount spent in areas below the District Average Water Coverage =UGX 278,527,614</p> <p>Percentage = $(278.5/346)*100=80.5\%$</p> <p>Proof of Implementation:</p> <p>Protection of Springs Lot 2</p> <p>Ref:Mana556/wrks/2018/19/00011</p> <p>Project was awarded to Star Vile Ltd at UGX 4,570,000.</p> <p>Inspection report done on 19th March 2019 by District Engineer and AEO.</p> <p>Substantial Valuation Certificate done on 19th March 2019 by AEO and DWO.</p> <p>Lirima GFS Extension</p> <p>Ref:Mana 556/wrks/2018-19/0002</p> <p>Contract was awarded to YEEWA Enterprises on 20th December 2018 at UGX 109,308,977. Inspection report done on 13th June 2019 by AEO and DE.</p> <p>Certificate of Completion was done on 13th June 2019 and signed by DE and CAO</p> <p>Protection of Springs Lot1</p> <p>Ref: Mana 556/wrks/2018-19/00011</p>

Contract was awarded to Three Angels General Enterprises Ltd on 19th December 2019.

Inspection report was done on 19th March 2019 and signed by DE and AEO

Substantial Evaluation certificate was done on 13th March 2019 and signed by DE and AEO

Drilling of Boreholes

Ref:Manna556/wrks/2018-19/0001

Contract awarded to Galaxy Agro Tech (U) LTD

Supervision report was done on 13th March 2019 and signed by DE and AEO

Substantial Valuation Certificate was done on 13th March 2019 and signed by the DWO and AEO

Monitoring and Supervision

3

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

There was evidence that the District Water Department monitored 87% of the WSS facilities at least annually as per the monitoring reports below.

There was a Supervision/Monitoring Work Plan for FY2018/19 that showed the Serial no, Activity, Month, Sub county, Input/resources and the responsible people.

There was a monthly monitoring report from July 2018 to June 2019 signed by respective officers that did the inspection or monitoring as evidence below.

Monitoring report for July 2018 was issued on 27th July 2018 and signed by the DWO. In that month, the following bore holes were monitored; Bunandulu, Sayuni, Bumutyero, Kitsi, Bumulekhwa, Ningirima., Butiru, Lufuntso, Bamatola, Bunamone, Buwasike and Nabitawa.

Monitoring report for August 2018 was issued on 30th August 2018 and signed by the DWO and Borehole Maintenance Technician. In that month the following bore holes were supervised which included; Bunatanga, Syeba, Buwalinga, Busike, Bumurumu, Busantsa, Bunabiro and Bunakami.

Monitoring report for June 2019 was issued on 28th June 2019. In that month, 28 bore holes were monitored and these included; Shamboko, Bubilimu, Bumukesi, Kimaluli, Buwamai, Bunakami, Bunabiro, Bikinde, Bumulumu and Bukhontso.

As per the Annual Work Plan for 2019/20 the functionality of the WSS facilities is at 87%. Ref: 2019/2020 Annual Work Plan Page 1.

10

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"> Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 	<p>There was evidence that the District Submitted accurate/consistent data for the previous FY2018/2019 as per the reports below in the various quarters.</p> <ol style="list-style-type: none"> Quarter 1 report submitted on 10th October 2018 and Received by MoWE on 12th October 2018 Quarter 2 report submitted on 14th January 2019 and Received by MoWE on 18th January 2019 Quarter 3 report submitted on 15th April 2019 and Received by MoWE on 29th April 2019 Quarter 4 report submitted on 10th July 2019 and Received by MoWE on 30th July 2019 	5
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>There was evidence that a List of water facilities were consistent in both sector MIS reports and PBS.</p> <p>Form1 File submitted on 26th June 2019 and received by Ministry of Water and Environment on 30th July 2019. Form 1 had 7 (seven) boreholes and 4 (four)springs installed in FY2018/19 at various locations.</p> <p>This corresponds with PBS as on page 81 of quarter 3 report.</p> <p>The form had similar information that was put in the MIS for example 7 (seven) Boreholes in Bunabwana, Bukhofu, Bukusu, Bukhadala and Kabutoola Sub Counties and 4 (four) springs in Bukusu, Bunabusale and Buwangani.</p>	5

Procurement and contract management

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

Maximum 4 for this performance measure

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

The sector submitted in put for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on 25th March 2019.

The requisition forms together with specifications, BOQs, drawing submitted were for the following projects:

1. Siting, Drilling, Casting and Installation of Boreholes. AWP page 90.
2. Construction of 4 Stance Line Composite Latrine at Buwangani RGC. AWP page 88-89
3. Extension of Lirima GFS to Buwaya and Surrounding areas in Bukusu. AWP page 91.
4. Assorted Borehole Parts for 14 Boreholes.AWP page 90

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

Maximum 8 points for this performance measure

- 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

There was evidence that the Contract Managers were appointed, contract management plans prepared monthly visits for the different WSS infrastructure projects as per the contract management plan conducted as illustrated below.

The following Contract Appointment Letters were issued.

Appointment Letter for Construction of 5 Stance Pit Latrine in Nakawa RGC to the District Engineer (DE) done on 20th December 2018 and signed by the CAO.

Appointment Letter for the drilling of 7 Boreholes dated 21st December 2018 to the DE and signed by the CAO

Appointment Letter for the Lirime GFS Extension dated 21st December 2019 to the DE and signed by CAO

Appointment Letter for supply of Borehole parts done on 21st December 2019 to the DE and signed by CAO.

Pit Latrine:

Contract Management Plan showing the flow of activity from December 2018 to May 2019 was done on 20th December 2018

The Work Commencement Order was done on 28th February 2019 by the DE

Monitoring Report was done on 17th April 2019 by AEO and DE

Another monitoring report was done on 24th May 2019 by AEO and DE

A site meeting was done on 20th May 2019 and attended by DE, AEO, Contractors and the action point was to speed up the works. The report was signed by the DE and Contractor.

Drilling of Boreholes

Contract Management Plan was done on 20th December 2018 by the DE

Order of Commencement of work was done on 4th January 2019 by the DE

Supervision report was done on 13th May 2019 and signed by the DE

Site Meeting was done on 11th January 2019 showing actual progress and it was signed by DE and Contractor

Extension of Lirima GFS

Contract Management Plan was done on 29th November 2018 by DE

Order of work commencement was done on 7th January 2019 by the DE

The inspection report was done on 12th June 2019 by AEO and signed by DE

The first site meeting was done on 16th April 2019 and attended by DWO, SPO and the Contractors who were argued to speed up the works.

The second site meeting was done on 15th April 2019 and attended by DE, SPO, Borehole Mechanics Technician,. Minutes were signed by DE.

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

Maximum 8 points for this performance measure

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

As per the BOQs, Specifications, Drawings, Interim reports, there was evidence that the sanitation facilities were constructed as per the designs.

For Example .Extension of GFS to Lerima

As per the BOQ section 2.4, it allows for connection for roads, rivers crossing of a pipe not exceeding 300mm. The pipe crossing being OD 75mm. It was certified by Interim Certificate 1 dated 13th June 2019 by the AEO and DE and it confirms that work was done satisfactorily.

Protection of Springs

As per the BOQ, the retention wall was supposed to be 3 cubic meters. That was confirmed by the site visit at Sinyifa Spring. Also the GI pipe was confirmed to be 2.5 inch as per specifications. The Substantial valuation certificate dated 13th March 2019 and signed by AEO and DE too confirms that the facility was satisfactorily done as per specifications.

Borehole

As per the BOQ, Section 4.2 for supply of hand pump with complete superstructure, As per the inspection report done on 13th March 2019 by the AEO and DWO, it shows that all the parts were fixed as per specifications.

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 contractor handed over all completed WSS facilities: score 2 	<p>There was evidence that the projects were handed over at the time of the Assessment as follows.</p> <p>Boreholes: There was a letter from the Contractor(Galaxy Agri Tech Ltd) through the CAO, DE on 28th January 2019 showing that the boreholes were drilled, it also shows the borehole details (depth, pipes put inside, water quality and quantity)</p> <p>There was also a handover report for protection of the two springs in Bukusu by Three Angels General Enterprises on 23rd May 2019. The report showed that the springs were functional and in good condition.</p> <p>There was also a handover report for protection of two springs in Khabutoola and Bukusu on 23rd May 2019 from Star Ville Uganda Limited. The report shows that the springs were functional and in good condition.</p> <p>There was also a handover report for Construction of Pit Latrine from Sennon Agencies Limited on 7th July 2019. The report shows that the Toilet was constructed as per specifications.</p>	2
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>There was evidence that the DWO appropriately certified all WSS projects and filed completion reports as per illustrations below.</p> <p>Protection of 2 Springs Lot2</p> <p>Ref: Mana 566/wrks/2018-19/00011</p> <p>Contract awarded to Star Ville Uganda Limited at UGX 4,570,800.</p> <p>Inspection report was issued on 19th March 2019 by the AEO and DE showing that all works were done satisfactorily and that the contractor should be paid.</p> <p>Substantial Valuation certificate of UGX 4,121,468 was issued on 19th March 2019 by the AEO and DE</p> <p>A completion Certificate was issued on 19th March 2019 and signed by the DE and CAO.</p> <p>Extension of Piped water to Khatsoga and Surrounding areas in Butiru SubCounty and Rehabilitation of Pipe Line</p> <p>Ref:Mana566/wrks/18-19/00002</p> <p>Contract was awarded to Yeewa Enterprises Limited at UGX 97,397,550</p> <p>Inspection report dated 12th June 2019 shows that works have been done well. The report was signed by the AEO and DE.</p>	2

An Interim certificate of UGX 92,364,795 was issued on 13th June 2019 and signed by the AEO and DE.

A certificate of completion was issued on 13th June 2019 and signed by the DE and CAO

Drilling of Boreholes

Ref:Mana 566/wrks/18-19/00001

Contract was awarded to Galaxy Agro Tech Limited at UGX 132,619,020

Supervision report dated 13th March 2019 shows that the works were satisfactorily done and that the contractor should be paid.

A substantial valuation certificate was issued on 13th March 2019 and signed by the AEO and DE

A certificate of completion was issued on 13th March 2019 and signed by the CAO and DE.

Protection of Springs- Lot1

Ref:Mana566/wrks/2018-19/00011

Inspection report was done on 13th March 2019 and signed by the AEO and DE showing that all works were done well.

A substantial evaluation certificate of UGX 4,918,287 was issued on 13th March 2019 and signed by the AEO and DWO

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

Maximum 3 for this performance measure

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

The DWO timely certified and recommended suppliers for payment as per the following sampled payments:

M/s Yeewa Ltd requested for payment of Shs 92,364,795 on 12/6/2019 for extension of Lirima GFS to Khatsonga and surrounding areas of Butiiru Sub county which was certified (certificate No.1) by the Assistant Engineering Officer/Water and recommended for payment on 13/6/2019 and paid on 26/6/2019 vide PV No. 24/06.

M/s Star Ville Uganda Ltd requested for payment of Shs 4,570,800 on 7/3/2019 for Protection of 2 (two) Springs Lot 2 which was certified (certificate No.1) by the District Water Officer and recommended for payment on 19/3/2019 and paid on 27/3/2019 vide PV No. 19/3/2019.

M/s KAYE Investment & Construction Ltd requested for payment of Shs 42, 647,560 on 29/12/2019 for Supply of 14 Borehole parts which was recommended for payment by the District Water Officer for payment on 29/1/2019 and paid on 29/1/2019 vide PV No. 16/01/2019.

Financial management and reporting

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

Maximum 5 for this performance measure

- Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5

The department submitted the annual performance report for the previous FY 2018/2019 on 10/7/2019

Quarter receipt	Date of submission Reference	Date of
Quarter 1	15/10/ 2018 CR/213/2	12/10/2018
Quarter 2	14/1/2019 CR/213/2	18/1/2019
Quarter 3	15/4/2019 CR/213/2	29/4/2019
Quarter 4	10/7/2019 CR/213/2	30/7/2019

The District Water Department has acted on Internal Audit recommendation (if any)

Maximum 5 for this performance measure

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

o If sector has no audit query score 5

o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3

If queries are not responded to score 0

The District Water department had one audit finding raised by Internal Audit in the 3rd Quarterly Internal Audit Report FY 2018/2019 regarding Shs 1,896,000 unaccounted for in respect of Water sector and Roads works.

The DWO made unreferenced submission of relevant accountabilities to CAO on 30/4/2019 who sent it to the Principal Internal Auditor on the same date for verification.

Total number and nature of queries raised: 01

Total number and nature of queries cleared: 01

Total number and nature of queries pending :00

The nature of the query raised was as stated below:

Shs 1,896,000 being advance to Works department (Water sector and Roads) not accounted for.

Governance, oversight, transparency and accountability

10

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

Maximum 6 for this performance measure

- 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

The Council Committee responsible for Water under Works and Technical Services met and discussed service delivery issues.

For instance, the meeting of 24/7/2018 Chaired by Councillor Agali Khasebe discussed departmental physical Performance report for 3rd and 4th Quarters for FY 2017/2018 under Min SCWTS 03/07/2018/19.

For water sector, status of progress of Lirima gravity flow scheme phase II was provided by District Water Officer. He recommended that continued sensitization of community members on safe water usage, improved hygiene and sanitation should be intensified.

The meeting of 25/9/2018 chaired by Councillor Wakabenga Paul discussed departmental physical performance reports for first quarter FY 2018/19. For Water sector, progress on projects was highlighted including extension of Lirima Gravity Flow to Khatsonga and Lwemuna in Bukhadala sub-county. Under Min SWTS 04/09/2018/19

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>The District Water Officer presented issues for Council approval like continued sensitization of community members on safe water usage, improved hygiene and sanitation should be intensified under Min SWTS 04/09/2018/19 on behalf on the water Committee</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>There was evidence on the Water Sector Notice Board that the AWP budget and the Water Development grant releases and expenditures were displayed on the District Notice Board at the time of the assessment.</p> <p>The following releases were also displayed on Notice Boards quarterly.</p> <p>1st Quarter UGX 191,695,457 was released and it was displayed on the Notice Board on 10th October 2018</p> <p>2nd Quarter UGX 191,695,457 was released and it was displayed on the Notice Board on 14th January 2019</p> <p>UGX 191,695,457 was released and it was displayed on the Notice Board on 11th April 2019</p> <p>UGX 7,683,387 was released and it was displayed on the Notice Board on 10th July 2019. All these releases were signed by the DWO.</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"> 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 the projects were clearly labeled indicating the name of the project, date of construction, the contractor and source of funding. That was as per the visits carried out by the Assessment Team.</p> <p>Sinyifa Spring. It was clearly labeled as below.</p> <p>Date of Construction:01/02/2019</p> <p>Source Name: Sinyifa</p> <p>Village: Buwasimbi Bukusu Sub County</p> <p>Contractor: Three Angels</p> <p>Borehole at Bukhonzon. It was labeled as below.</p> <p>Funder: DWSCG</p> <p>FY:2018-19</p> <p>Contractor: Galaxy Agro Tech</p> <p>Date of Construction: 13/01/2019</p> <p>Borehole at Bunamunyala. It was labeled as below</p> <p>Borehole number: DWD:S6626</p> <p>Funding: DWSCG</p> <p>Date of Construction: 12/01/2019</p> <p>FY: 2018-19</p> <p>Contractor: Galaxy Agro Tech Limited</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 evidence that the information on tenders and contract awards was displayed on Notice Boards as per the availed best evaluated bidder notices below:</p> <p>Best Evaluated Bidder Notice was signed by the PDU and CAO.</p> <p>Date of Display was 15th November 2018</p> <p>Date of Removal was 28th November 2018</p> <p>The projects that were displayed were:</p> <p>Drilling of 7no. Boreholes at UGX 132,619,020 by Galaxy Agro Tech Limited</p> <p>Extension of Water to Khatsoga at UGX 97,397,550 by Yewa Enterprises Limited</p> <p>Supply of Borehole parts at UGX 42,647,560 by Kanye Investments Limited.</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 the LG received applications for water in the FY 2019/20 but there was no evidence that they paid the community contributions.</p> <p>Application from Bukhasakhi II Village dated 24th September 2019 and signed by Wasike Patrick requesting for spring, The LC1 Chairperson Bukhasakhi II.</p> <p>Application from Sub County Chief for Bukhofu SubCounty requesting for two springs. It was signed by Kakai Noreen. Senior Assistant Secretary- Bukhofu Sub County on 25th March 2019.</p> <p>Application from Butta Village- Bukhadala Sub County on 31st July 2019 requesting for repairing of a borehole. It was signed by the LC1 Chair of Butta Village.</p>	1
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>There was no sufficient evidence of functional water and sanitation committees on the facilities visited.</p> <p>The facilities visited were: Spring at Sinyifas, Boreholes at Bukhozo and Bunanyala. Public Toilenjja. In all these facilities, no file was presented as a confirmation of a functional Water and Sanitation Committee, no proof of collection of O&M funds, no proof of minor maintenance and repairs.</p>	0

Social and environmental safeguards

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • 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>There wasn't sufficient evidence that that Environmental Screening for all projects and EIAs was conducted for all WSS projects as evidenced below.</p> <p>Of all projects done in the WSS sector, information on borehole drilling was only provided.</p> <p>Construction of Lined Pit Latrine at Sigunga P.S:</p> <p>Screening was done on 11th August 2018 by the District Environment Officer (DEO).</p> <p>The Environmental and Social Mitigation plan was done on 11th August 2018 by the DEO</p> <p>Monitoring was done on 8th May 2019 by the DEO and Assistant Environment Officer</p> <p>Report on certification of Implementation of mitigation measures was done on 28th June 2019 having done the Inspection on 20th June 2019 by a team comprising of DEO, CDO.</p> <p>Finally an Environment and Social Certification Form was issued on 28th September 2019</p> <p>Drilling of Boreholes</p> <p>The Screening was done on 11th August 2018 by the District Environment Officer</p> <p>An environment and social management plan was issued on 10th August 2018</p>	0
13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There was no evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past.</p>	0

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>There was evidence that construction and supervision contracts have clause on environmental protection as evidenced below.</p> <p>As per the contracts, Clause 63 of the standard contract document for works issued by PPDA, October 2004, Page 21 of 26. It states "The Contractor shall execute the works in an environmentally friendly manner and shall avoid all unnecessary damage to property and flora. All waste material shall be disposed of in a proper manner to the satisfaction of the Project Manager". That was always attached to all contracts.</p>	1
14	<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • 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>There was evidence that at least at least 50% of the WSCs were women and occupying key positions as per sampled WSCs below as per the software report of FY2018/19 dated 22nd July 2019.</p> <p>1. Buwotosi Borehole: 6 Members, 3 Women and 2 Men. 50% Women. And at least one Woman was in key position.</p> <p>2. Bunalesa Borehole: 6 Members, 3 Women and 3 Men. 50% Women. And at least one Woman was in key position.</p> <p>3. Bumulyanyuma Borehole: 6 Members, 2 Men and 4 Women. 67% Women and atleast one Woman was one in Key Position.</p>	3
15	<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The Public Sanitation facilities visited did not have all the requirements. For Example.</p> <p>The Public Toilet at Sisuni had adequate access and separate stances for women, men and no provision for PWDs but had a ram.</p> <p>Also the public Toilet at Kasanjja RGC had separate stances for Men and Women and non for PWDS. It also had a ram.</p> <p>The one at Bubutu RGC was a 4 Stance, Men and Women labeled and with separate stances. There was no provision for PWDs though it had a ram.</p>	0