



Local Government Performance Assessment

Bukwo District

(Vote Code: 567)

Assessment	Scores
Accountability Requirements	%
Crosscutting Performance Measures	43%
Educational Performance Measures	39%
Health Performance Measures	69%
Water & Environment Performance Measures	57%

No.	Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract				
1	<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • 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"> o If LG submitted before or by due date, then state ‘compliant’ o 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 the annual Performance Contract on 18th July 2019 through pbs@ifmis.go.ug the on line platform</p> <p>In addition the LG also submitted the annual Performance Contract to Permanent Secretary Ministry of Local Government on 19th July 2019 through unreferenced letter</p> <p>Since the submission deadline was extended to 30th August 2019 from 30th June 2019 the LG was compliant</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available				
2	<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED’s inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>The LG submitted a budget on FY 2019/20 on 18th July 2019 through pbs@ifmis.go.ug that included a Procurement Plan</p> <p>Since the submission deadline was extended to 30th August 2019 from 30th June 2019 the LG was compliant</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 on 13th July 2019</p> <p>The LG was compliant as it submitted the Annual performance report before 31st July 2019</p>	Yes																				
4	<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). If LG submitted late or did not submit at all, then it is not compliant. 	<p>The LG was compliant as it submitted all the four required quarterly reports as follows</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date</th> <th>Reference</th> <th>Acknowledgement Date</th> </tr> </thead> <tbody> <tr> <td>Q1 2018</td> <td>20th Nov</td> <td>pbs@ifmis.go.ug</td> <td>20th Nov 2018</td> </tr> <tr> <td>Q2 2019</td> <td>30th Jan</td> <td>pbs@ifmis.go.ug</td> <td>30th Jan 2019</td> </tr> <tr> <td>Q3 2019</td> <td>10th May</td> <td>pbs@ifmis.go.ug</td> <td>10th May.2019</td> </tr> <tr> <td>Q4 2019</td> <td>13 July</td> <td>pbs@ifmis.go.ug</td> <td>13 July 2019</td> </tr> </tbody> </table>		Quarter	Date	Reference	Acknowledgement Date	Q1 2018	20th Nov	pbs@ifmis.go.ug	20th Nov 2018	Q2 2019	30th Jan	pbs@ifmis.go.ug	30th Jan 2019	Q3 2019	10th May	pbs@ifmis.go.ug	10th May.2019	Q4 2019	13 July	pbs@ifmis.go.ug	13 July 2019
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Q4 2019	13 July	pbs@ifmis.go.ug	13 July 2019																					

Audit

5	<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> If LG submitted a 'Response' (and provide 	<p>The LG provided an unreferenced information to the PS/ST on 18th April 2018 on the status of implementation of only 5 (five) out of 32 (thirty two) Internal Auditor General's findings raised but only for 1st quarter of FY 2017/2018 later than the mandatory deadline of 28th February 2018 as per PFMA 2015 11 2g.</p>	No
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details), then it is compliant

- If LG did not submit a 'response', then it is non-compliant
- If there is a response for all –LG is compliant
- If there are partial or not all issues responded to – LG is not compliant.

The five audit findings cleared were as follows:

Shs 103,689,204 advanced to staff but remained unaccounted for.

Drugs Management – 27 doses of cortem in Chepkwasasta and 5 doses in Kapkoros missing.

Failure to prepare cash books and assets register by in charges of health units.

None remittance or delayed remittance of tax deductions to URA.

Failure to produce monthly revenue returns and reports to District Executive Committee.

There was no evidence of submission of status of implementation on findings in 2ⁿ, 3rd and 4th Quarterly Internal Reports FY 2017/2018 to PS/ST as at the time of assessment.

Out of 32 (thirty two) audit queries raised by the Internal Auditor General in FY 2017/2018 only 5 (five were cleared and 27 (twenty seven) pending.

In addition, there was no evidence of submission of information regarding Auditor General's findings raised in FY 2017/2018 both as per MoFPED website www.budget.go.ug and at Local Government level.

The nature of the queries raised by Auditor General was as captured below:

Delayed transfer of Recovery funds to Recovery Account in Bank of Uganda.

Under collection of Local Revenue.

Staffing gaps e.g. District Production Officer, District Engineer, District Natural Resources Officer.

Non-existence of District Environment Committee.

Status of Medical Equipment in Health Sector.

6

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

No evidence was availed for responses to PS/ST on the 13 (thirteen) queries raised by the Auditor General in FY 2017/2018

The Auditor General's Opinion on the Financial Statements of Bukwo LG for the year ended 30th June 2019 was Unqualified hence compliant.



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

1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>The physical planning committee was not fully functional.</p> <p>Although the Physical Planning committee was in place, it was far less (8) than the required number (13) and the LG did not have in place a Physical Planner who according to the law is the secretary. In addition, the LG did not have an approved Physical Development Plan</p> <p>The Physical Planning Committee constituted on 15 November 2018 as follows:</p> <p>Atama Gabriel Richard Chairperson 15th November 2018 Ref CR:156/1</p> <p>Rono Benson Secretary 15th November 2018 Ref CR:156/1</p> <p>Kityo B Franklin Member 15th November 2018 Ref CR:156/1</p> <p>Kityo Michael Member 15th November 2018 Ref CR:156/1</p> <p>Siwa Ben Sakajja Member 15th November 2018 Ref CR:156/1</p> <p>Sikor Mella Stephen Member 15th November 2018 Ref CR:156/1</p> <p>Satya Collins Member 15th November 2018 Ref CR:156/1</p> <p>Chemutai Olive Member 15th November 2018 Ref CR:156/1</p>	0
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However, the Physical Planning Committee met as reflected by the minutes of their meetings held during the FY 2018/2019 as

reflected below:

:

Date of meetings: 27th February 2019

Matters discussed: Approval of files/presentation of files to the committee

Minute No: Min Bukwo DPPC 002 (5)/2/2019

Meeting of 23rd January 2019 under minute BUKW DPPC 001(5)/1/2019. Matters discussed: Approval of files/presentation of files to the committee

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

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

There was no submission of Minutes of Physical Planning Committee to MLHUD according to the findings conducted at MLHUD. However, a set of minutes was submitted to Mbale Zonal Office (MZO) on 4th July 2019 under reference number CR/156/2-1/2 and confirmation receipt by MZO dated 16th September 2019

0

Maximum 4 points for this performance measure.

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

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

The LG did not have an approved Physical Development Plan thus no consistence between the Physical Development Plan and all the infrastructure investments coming up.

0

Maximum 4 points for this performance measure.

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

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

An Action Area plan for FY 2018/2019 was NOT prepared.

Maximum 4 points for this performance measure.

2

2

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

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

The AWP priorities were found to be based on outcomes of budget conferences. For instance, the Budget Conference held on 24th October 2018 in the section of “Emerging Issues” of the report discussed the following Priorities for FY 2019/2020:

Tasakya GFS extension to Kwirwot on page 94 of AWP.

Tulel – Kamokoyon road – 3km on page 79 of AWP.

Construction of classrooms in Kapngokin on page 67 of AWP.

Kapkoros - Kamukamba road on page 79 of AWP.

However, the construction of mortuary at Bukwo General Hospital was not derived from Budget conference but was prioritized after the budget conference and included in the AWP and Approved Budget for FY 2019/2020.

have project profiles

Maximum 5 points on this performance measure.

2

1

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 5 year District Development Plan II was in place 2015/16-2019/20 and capital investments in the Annual Work plan were derived from it as follows:

- Construction of OPD block in Chesimat HC II DDPII page 86 and AWP page 56
- Completion of maternity ward in Kapkoloswo Health III DDPII page 86 and AWP 56
- Gravity Flow Scheme Construction – page 72 of DDPII and AWP page 92.

2

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.

• 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 not developed. Un referenced letter signed by Mr Atama Gabriel the former CAO dated 19th February 2019 to all Heads of Department instructing them to develop the profiles for the relevant projects was seen but there was no evidence that this was done.

3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>Annual Statistical Abstract was found in place developed and signed by LC V Chairperson Mr. Chebet Michael and former CAO Mr Atama Gabriel. However, it was not presented for discussion to the TPC and hence not utilized to support budget allocation and decision making.</p>	0
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>All infrastructure projects implemented by the LG in the previous FY 2018/2019 were derived from the Annual Work Plan and Budget approved by Council.</p> <p>The council approved the budget estimates for departments with infrastructure projects Health, education, water, administration and Roads during Council meeting held on 25th May 2018 under Min 20/BDC/2018</p> <p>Signed by Lakwey Stephen District Speaker and Mr Chemos Sukuta Faix Ag Clerk to Council</p> <p>Below is an illustration of infrastructure projects implemented by the LG in the previous FY 2018/2019 as derived form the Approved Budget and Annual work plan</p> <p>Infrastructure project Page in AWP/B</p> <p>Administration Construction of Council Hall in Town Council Page 9 in Approved Budget</p> <p>AWP page 26</p> <p>Water Water Extension, Senendet and Suam (Kwirwot parish) Approved Budget page 65</p> <p>AWP page 143</p> <p>Education Classroom construction and rehabilitation at Chemukang PS Approved Budget page 42</p> <p>AWP page 57</p> <p>Health Construction of 5 stance VIP Latrine in Aralam HC II AWP page 50</p> <p>Approved Budget page 31</p> <p>Roads and engineering Bridge construction at Mokoyon-Chesimat AWP- page 139 and AB</p>	2

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

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

Maximum 6 points on this performance measure.

o 100%: score 4

o 80-99%: score 2

o Below 80%: 0

Projects implemented in the previous FY were completed as per work plan by end of FY as shown below:

The LG implemented 5 projects during FY 2018/19 and all were completed as per work plan for instance;

Implemented /Completed projects Completed as per work plan (YES/NO)

Opening Kongta-Lamanyeet road at Senendet

SubcountyBukw567/wrks/18-19/00016

YES

Construction of 5 (five) stance Latrine at Aralam

Health Center II Buk567/wrks/18-19/00011

YES

Construction of one (1) Pig Slaughter Slab at

Suam Town Board

YES

Renovation of flush toilets at district headquarters

Bukw567/wrks/18-19/00011

YES

Fencing, levelling of market plots and installation of electric power at Kapchesoi CAIP Market at Bukwo

Sub county Bukw567/wrks/18-19/00016

YES

**Percentage= 5/5 X100
=100 %**

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

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

Maximum 4 points on this Performance Measure.

Implemented /Completed projects
Budget **Actual Expenditure**

Opening Kongta-Lamanyeet road at Senendet

Sub county Bukw567/wrks/18-19/00016
5,000,000 **4,790,000**

Construction of 5 (five) stance Latrine at Aralam

Health Center II Buk567/wrks/18-19/00011
30,000,000 **28,621,000**

Construction of one (1) Pig Slaughter Slab at Suam

Town Board Bukw567/wrks/18-19/00009
5,000,000 **4,000,000**

Renovation of flush toilets at district headquarters

Bukw567/wrks/18-19/00011
6,000,000 **5,983,000**

Fencing, levelling of market plots and installation of electric power at Kapchesoi CAIP Market at Bukwo

Subcounty Bukw567/wrks/18-19/00016
20,000,000 **18,150,000**

Total
66,000,000 **61,544,000**

Percentage = Actual /Budget* 100

Percentage = 61,544,000/66,000,000* 100

= 93.3%

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>The Assessment team noted that the payment Vouchers, cashbooks, vote books, revenue and expenditure ledgers, abstracts of revenue and expenditure including for Infrastructure development in FY 2018/2019 were reportedly taken by OAG as per acknowledgement dated 6th September 2019 availed to the Team thus rendering establishment of actual expenditure on O&M not possible.</p>	0
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Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>The staff structure was approved under letter dated 29th/June/2017 reference Number ARC/135/306/01 by the Permanent Secretary Ministry of Public Service. The approved structure illustrated that there should be 9 Heads of departments. The PAT identified that only 4 out of 9 positions were substantively filled as follows:</p> <ul style="list-style-type: none"> • Cherotwo Francis – DCDO appointed through appointment letter dated 30th May 2019 under reference Number CR/160/1 • Bukose Andrew –CFO appointed through appointment letter dated 3rd March 2008 under reference number CR/156/1 • Sokuton Fred Twalla – DEO appointed through appointment letter dated 16th Nov 2019 under reference Number CR/156/11 • Kityo B.Franklin – DPO appointed through appointment letter dated 23rd May 2019 under reference number CR/160/1 <p>And four positions were filled on assignment of staff as follows;</p> <ul style="list-style-type: none"> • Sikor Stephen Mella – assigned as Ag. DNRO through assignment letter dated 28th June 2017 under reference CR/160/1. • Kityo Micheal – assigned Ag.DE through assignment letter dated 15th July 2019 under reference Number CR;161/1 • Dr. Satya Collins – assigned Ag.DHO through assignment letter dated 28th June 2019 under reference number CR:161/1 • Aliwa David – assigned Ag DP through assignment letter dated 29th April 2019 under reference number CR:160/1 <p>The position of the District Commercial Officer was still vacant as it was in FY 2017/18. It was reported that the district had failed to attract a suitable candidate, however there was an effort made by the District to fill the vacant positions as per advertisements made in New vision dated 25th February 2019 and Wednesday 1st May 2019 i.e. DP, ,DNROs</p>	0
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6	<p>LG has substantively recruited and appraised all Heads of Departments</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>There was no evidence that all the 9 HoDs were appraised as per guidelines issued by MoPS during the previous FY 2018/2019.</p>	0
	<p>Maximum 5 points on this Performance Measure</p>			
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>All positions submitted for recruitment were considered as evidenced below.</p>	2
	<p>Maximum 4 points on this Performance Measure.</p>		<p>Lists of 79 vacancies were submitted to DSC by the CAO together with the vacancy declaration Forms and cover letters dated 19th January 2019 ref number CR/214/2, 26TH April 2019 ref number CR/214/2, 26th September 2018 ref number CR/155/3 for filling and In Accordance with the authority under the provisions of article 200(1)of the Constitution of the Republic of Uganda 1995 and section 55 (1) of the Local Government Act, Cap 243 (as amended) Bukwo DSC went ahead and advertised in New vision dated 25th February 2019 (23 vacancies)& Wednesday 1st May(30vacancies) 2019 and also internally advertised (25 vacancies)</p>	
			<p>During the FY under review (2018/19) the LG recruited 13 new staff For instance; Rotich Daniel (Agriculture officer), Yeko Teddy (Human resource officer)were appointed on probation through Minute Number DSC Min No. 63/2019 dated 29th May 2019,</p>	
			<p>The LG promoted 19 staff. For instance A medical officer called (Dr. Satya Collins) was promoted to post of senior medical officer from medical officer on 21st November 2018 through minute number DSC Min No. 86/2018-B, promoted 10 teachers to Deputy head teacher</p>	
			<p>The LG also accelerated promotion of 5 staff For instance Kitiyo B. Franklin got an accelerated promotion from senior Agriculture officer to District production officer during a meeting held on 15th May 2019 Minute no. 49/2019</p>	
			<p>The LG appointed on attainment of higher qualification 6 staff for instance Kiprotich Philemon was promoted from a Senior Accounts assistant to Finance Officer in a meeting held on 29th April 2019 minute number DSC Min No. 37/2019</p>	
			<p>The LG redesigned titles of 2 staff for instance Cherop Sophy post was Clerk assistant which was redesigned to Assistant town clerk in a meeting held on 25th April 2019 under minute No. DSC Min No. 27/2019</p>	

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>All the 40 staffs submitted on 6th June 2019 were considered for confirmation.</p> <p>Through the meeting held on 6th June 2019 under minute number DSC Min No. 82/019.</p> <p>25 staffs were confirmed out of the list of 40 staff that was submitted to DSC on 6th June 2019 under reference CR/214/1.</p> <p>The 15 staff were rejected because of incomplete submissions such as missing oath of secrecy or was administered by a wrong person, lack of medical examination under minute number DSC Min No. 82/019.</p>	1	
<p>Maximum 4 points on this Performance Measure.</p>	7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</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, all 12 cases submitted for disciplinary action by CAO were considered.</p> <p>On 26th March 2019 the CAO submitted a list of 12 staff for disciplinary action to DSC and on the same day the DSC held a meeting under Minute Number RSC Min /06/2019 and discussed the submitted cases.</p> <p>for instance Ms Chelangat Everlyne (Office attendant) abandoned work recommendation from CAO removal from Office action taken removed from office, Chemutai Rebecca Enrolled Nurses recommendation from CAO interdiction be lifted with first warning action taken interdiction lifted .</p>	1
<p>Maximum 4 points on this Performance Measure.</p>	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>The LG was using the IPPS which was updated on the effective date of appointment.</p> <p>During the FY under review, the LG recruited 13 staff. All the recruited staff accessed the salary Payroll within two months for examples;</p> <p>Bako Janefer was appointed under reference Number CR/156/1 on 13th May , 2019 as Assistant Agriculture Officer under IPPS 1042615 received UGX1,200,000, as Base Salary on 28th June 2019 according to the pay slip</p> <p>Cherotich Synthia was appointed on 13th May , 2019 as Assistant Agriculture Officer under IPPS 1042106 received UGX,1,200,000 as Base Salary on 28th June 2019</p> <p>Chemayek Jackline was appointed on 13th May , 2019 as Human Resource Officer under IPPS 1042865 received UGX,601,341 as Base Salary on 28th June 2019 according to the pay slip</p> <p>Chemtai Getrude was appointed on 13th May , 2019 as Communication Officer under IPPS 1042396 received UGX,601,341 as Base Salary on 28th June 2019 according to the pay slip</p>	3	
<p>Maximum 5 points on this Performance Measure.</p>					

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 retirees accessed pension within 2 months after retirement</p> <p>According to the retirement list 9 individuals where retired from the system in the previous FY 2018/19.</p> <p>These included;</p> <p>Wafula James Chemen ,Epido Francis,Namachanja Nhemem,Sakajja Geoffrey Kortok,Mangusho Peter</p> <p>The pension payroll reviewed indicated that all 9 retirees didn't access pension within two months after retirement .For instance, Mr. EpidoFrancis Principal agriculture officer IPPS 831958 under the Department of production and marketing retired last FY on 25th July 2018 was identified on the pension list of September2019.</p>	0
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Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% - 10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>Total of OSR (excluding one-off of sales for assets for FY 2017/2018 Shs 112,765,992 on page 23 of Final Accounts FY 2017/2018.</p> <p>Total of OSR for FY 2018/2019 Shs 114,960,639 on page 31 of the Draft Final Accounts for FY 2018/2019.</p> <p>Increase: Shs 2,194,647</p> <p>Percentage: 1.9%</p> <p>Workings: $2,194,647/112,765,992 \times 100 = 1.9\%$</p> <p>The increase of 1.9% but less than the recommended minimum of 5%, was attributed to the following factors:</p> <ul style="list-style-type: none"> • Narrow revenue based limited to markets and LST. • Low collection from land fees. Collected 1,820,000 in FY 17/18 where as only 270,000/= was collected in FY 2018/2019 reference page 31 of Draft Final Accounts 2018/2019. 	0
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10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total Local Revenue Planned/Budgeted (Original not Revised Budget) for FY 2018/2019 Shs 279,051,000 on page 2 of the approved Original Budget</p> <p>Total Local Revenue collected during FY 2018/2019 was Shs 114,960,639 on page 31 of the Draft Final Accounts for FY 2018/2019.</p> <p>Performance: 41.2%</p> <p>Workings: $114,960,639/279,051,000 \times 100 = 41.2\%$</p> <p>Budget realization: $100\% - 41.2\% = 58.8\%$ less than the recommended -10%.</p> <p>Therefore the budget realization of 58.8% which fell below the planned local revenue for FY 2018/2019 was attributed to the following factors:</p> <ul style="list-style-type: none"> • Low collection from LST. The District budgeted for Shs 147,884,000 as on page 2 of the approved budget FY 2018/2019 but collected Shs 52,188,838 on page 31 of the draft Final Accounts FY 2018/2019 representing only 35%. • No collections from markets whereas the District had projected to collect Shs. 12,959,000 as on page 2 of the approved budget for 2018/2019. This was caused by delays in commissioning the new markets by the District due to court issues. 	0
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Local Revenue collections subjected to sharing with LLGs was Shs 52,188,838 as on page 31 of the Draft Final Accounts for FY 2018/2019</p> <p>However, there was no evidence of local revenue sharing remitted to LLGs in respect of the 65:35 ratio contrary to the provisions of the LGA Cap 243 as amended section 85 (4).</p>	0

11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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 was Shs 60,135,000 on page 23 of Draft Final Accounts.</p> <p>Sources of total amount spent were as follows:-</p> <ul style="list-style-type: none"> • OSR: Shs 16,700,000 • Non-wage Grant: 43,435,000 <p>Total: 60,135,000</p> <p>Workings for actual expenditure on Council allowances and emoluments:</p> <p>60,135,000/112,765,992 x 100 = 53.3% (Against the recommended maximum limitation of 20% of OSR). That percentage contravened the 1ST Schedule Regulation 4 of the LGA Cap 243 as amended.</p> <p>In addition, there was no evidence of authority sought by the LG from the Hon. Minister of Local Government to exceed 20% of OSR contrary to the 1st Schedule Regulation 4 (A) of the LGA Cap 243 as amended.</p>	0
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Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The District had a Senior Procurement Officer (MR. Araptai Joseph) who was appointed on promotion on 24th March, 2016 under Min No. 52 .3/2015 signed by the Ag. CAO Mr. Sokuton Fred Twalla.</p> <p>M/s Emily Cherop (formerly Procurement Officer) was interdicted on 15th June 2017 as per letter signed by the CAO (Mr. Francis Odap).</p> <p>The Assistant Inventory Officer, Mr. Simokwo Victor was given extra duties of handling Procurement by the CAO on 5/07/2019. Reference: CR/161/3</p>	0
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12	<p>The LG has in place the capacity to manage the procurement function</p>	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>Reports of the Evaluation Committee were submitted to the Contracts Committee during FY 2018/2019as follows.</p> <p>-On 20/03/2019 an Evaluation report was issued on various projects that included:</p> <ul style="list-style-type: none"> - Tosakya Gravity Flow Scheme Extension File no. Bukwo567/Wrks/18-19/00023 under selective national bidding method and the Technical Evaluation committee comprising of Assistant Engineering Officer, Road Overseer, Ag. District Water Officer and Senior Procurement Officer - Opening of 2.3Km Road at Matimbeyi- Kapkweno Road at Suam Sub county. Ref: no..Bukwo567/wrks/18-19/00013 under selective national bidding, the Technical Evaluation Committee comprised of Assistant Engineering Officer, Road Overseer, Ag. District Water Officer and Senior Procurement Officer -Construction of 5 (Five) Stance Latrines at Aralam Health Centre II, File no. Bukw567/wrks/18-19/00010 under selective national bidding, the Technical Evaluation Committee Ag. District Water Officer and Senior Procurement Officer 	1
12	<p>The LG has in place the capacity to manage the procurement function</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The Contracts Committee considered recommendations of the EC on the following projects on 22/03/2019 Minute no: BUKMINCC 20/22/03/2018-2019</p> <ul style="list-style-type: none"> - Tosakya Gravity Flow Scheme Extension File no. Bukwo567/Wrks/18-19/00023 under selective national bidding method and the Technical Evaluation committee comprising of Assistant Engineering Officer, Road Overseer, Ag. District Water Officer and the Senior Procurement Officer recommended that Kapmayemay Investments Company Limited be awarded the Contract at UGX 37,200,000. - Opening of 2.3Km Road at Matimbeyi- Kapkweno Rad at SuamSubcounty. File no.Bukwo567/wrks/18-19/00013 under selective national bid1ding, the Technical Evaluation Committee too recommended that the contract was awarded to KONGASIS Technical Services at UGX 4,742,000. -Construction of % (Five) Stance Latrines at Aralam Health Centre II, File no. Bukw567/works/18-19/00010 under selective national bidding, the Technical Evaluation Committee recommended that the contract was awarded to Kortek General Agencies at Ugx. 28,621,000. 	1
			<p>There were no deviations from those recommendations</p>	

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

Maximum 2 points on this performance measure.

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

The LG availed a consolidated Annual Procurement Plan for FY2019/20 prepared by the Senior Procurement Officer stamped and signed by the CAO on 30/08/2019.

The Plan covers all infrastructure projects such as Renovation of 5 Stance VIP Latrines at Kapkware Primary School, Construction of 5 Stance VIP Latrines at Kwikwot Primary School, Construction of Bridge at Sukwo Stream, and Construction of 5 Stance VIP Latrine at Kortek Primary School and all were reflected in the AWP and the budget.

It was evidenced by the Assessment team that the LG made procurements for FY 2018/19 as per plan. For instance

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- Construction of 5 Stance VIP Latrine at Aralam Primary School. Ref. Bukw 567/Wrks/18-19/00010. The contract Amount was UGX 28,621,000 and the contractor was M/s Kortek General Agencies.

- Road Opening at Matimbei- Kapkwedo. Contract Amount was UGX 4,742,000. Ref: Bukw567/wrks/18-19/00013 The Contractor Was Kongasis Technical Services Limited.

- Taskya Gravity Flow Scheme Extension (Taskya KWIRWOT-Phase 1 GPS). Ref: Bukw567/wrks/18-19/0008 The Contract Amount was UGX 79,801,040.

It was reported that the formulation of the disposal plan was being held back because the government valuer had not yet visited the site

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 current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2

The LG had 19 Investments/ Infrastructure projects in the current FY.

Out of the 49 investments / infrastructure projects only 7 Bidding documents were prepare as illustrated below;

Renovation/ Rehabilitation of 5 stance VIP latrines at Kapkware Primary School. Ref Number Bukwo567/wrks/19-20/00005

TasakyaKwirwot gravity Flow Scheme Extension PHASE TWO. ref Number Bukwo567/wrks/19-20/00001, prepared on 05th August 2019

Construction of 5 stance VIP Latrine at Kwirwot Primary school. Ref number Bukw567/wrks/19-20/00003, prepared on 11/June 2019

Construction of 5 stance VIP Latrine at Kabei. Ref number Bukw567/wrks/19-20/00004, prepared on 11/June 2019

Construction of 5 stance VIP Latrine at Kortek Primary School. Ref number Bukw567/wrks/19-20/00001, prepared on 11/June 2019

Construction of a Bridge at Sukwo Stream. Ref: Bukw567/wrks/19-20/00002

That represented 36.8% which was below 80%.

The PDU reported that their failure to prepare the bid documents was because that they had not received input from user departments

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 an updated contract register and has complete procurement activity files for all procurements: score 2

The district had a contract register for the 2018/19 FY and was last updated on 8/04/2019. The Contract Register had the following data:

- The Reference number
- Subject of Project
- Name of Bidder
- Estimate Contract value
- Quoted amount
- Date of Award

The following Procurement Files were sampled and found to be complete.

- Opening of Matimbei- Kakweno Road 2.3Kms at Saun SubCounty at UGX 4,742,000 Ref. Bukw 567/wrks/18-19/00013. The file had bid documents, submission of bidders, bid opening, evaluation report on 20/03/2019; meeting of contracts committee on 22/03/2019. The project was awarded to Kongasis Technical Services Limited on 18/04/2019. Agreement was done on 5/04/2019 and completion certificate on 27/05/2019. Job Completion Certificate was prepared by Engineering Assistant, Verified by Environmental Officer, and also verified by District Engineer, Checked by CFO and Approved by CAO.

- Supply of 9No. Oxen to RIWO Sub County. Ref. Bukw 567/Supls/18-19/000010. The file was complete with specifications, bidder, evaluation report on 20/13/2019, contracts committee met on 22/03/19. The Award of Contract was on 08/04/19. Agreement on 12/04/2019. And the goods were delivered and received on 8/05/2019

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 adhered with procurement thresholds (sample 5 projects): score 2. 	<p>The following projects sampled adhered to the Procurement Thresholds.</p> <ul style="list-style-type: none"> - Opening of Access road at Sungura Chepkuzo. Ref: Bukw567/wrks/18-19/000021. Amounting to UGX 11,000,000. The Procurement Method used was Selective National Bidding and this adhered to the Procurement Thresholds. - Taskya Gravity Flow Scheme Extension (Taskya KWIRWOT-Phase 1 GPS). Ref: Bukw567/wrks/18-19/0008 The Contract Amount was UGX 79,801,040. The Procurement Method used was Open National Bidding and the advert was in the Newvision of 29th August 2018. There was adherence to the Procurement thresholds - Construction of 5 Stance VIP Latrine at Aralam Primary School. Ref. Bukw 567/Wrks/18-19/00010. The contract Amount was UGX 28,621,000. The Procurement method used was Selective National Bidding and this adhered to Procurement Thresholds. - Road Opening at Matimbei- Kapkwedo. Contract Amount was UGX 4,742,000 and the Procurement Method used was Selective National Bidding and this adhered to Procurement Thresholds. - Supply of 9 No. Oxen to RIWO Sub County. Ref. Bukw 567/Supls/18-19/000010. The Contract Amount was The UGX 13,500,000. Procurement Method used was Selective National Bidding and this adhered to Procurement Thresholds. 	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 implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	<p>Construction of 5 Stance VIP Latrine at Aralam Primary School. Ref. Bukw 567/Wrks/18-19/00010. The contract Amount was UGX 28,621,000 and the contract was executed by M/s. Kortek General Agencies. The Certificate of Completion was issued on 20/06/2019 prepared by Engineering Assistant, Verified by Environmental Officer, District Engineer, Checked by CFO and Approved by CAO.</p> <p>Road Opening at Matimbei- Kapkwedo. Contract Amount was UGX 4,742,000. Ref: Bukw567/wrks/18-19/00013 The Contractor was M/s. Kongasis Technical Services Limited. The Certificate of Completion was issued on 20/06/2019, prepared by Engineering Assistant, Verified by Environmental Officer, and District Engineer, Checked by CFO and Approved by CAO.</p> <p>Taskya Gravity Flow Scheme Extension (Taskya KWIRWOT-Phase 1 GPS). Ref: Bukw567/wrks/18-19/0008 The Contract Amount was UGX 79,801,040. The completion certificate dated 20th February 2019 and prepared by the Engineering Assistant – Water and Approved by the Acting District Water Officer-DWO</p>	2

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There was no evidence that all works projects for the current FY 2018/19 that were labelled indicating the name of the project, contract value, the contractors name and source of funding.</p>	0
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Financial management

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The LG maintained 17 (seventeen) manual cash books in FY 2018/2019 as it had not yet been rolled on IFMIS.</p> <p>All the cash books had been duly subjected to the monthly bank reconciliations for FY 2018/2019 (but not authenticated by the respective sector Accountants and Head of Finance) as evidenced in the 5 sampled cash books below:</p> <p>Bukwo General Hospital:</p> <p>Balance as per Cash book as at 30/6/2019 was Shs 19,707</p> <p>Balance as Bank statement as at 30/6/2019 was 19,707</p> <p>NUSAF Operations Account:</p> <p>Balance as per Cash book as at 30/6/2019 was Shs 205,932</p> <p>Balance as per Bank statement as at 30/6/2019 was Shs 1,155,932</p> <p>NUSAF 3 Sub project Account:</p> <p>Cash book balance as at 30/6/2019 was Shs 54,989</p> <p>Bank Statement balance as at 30/6/2019 was Shs 54,989</p> <p>Health Operation Account:</p> <p>Cash book balance as at 30/6/2019 was Shs (1,880)</p> <p>Bank Statement balance as at 30/6/2019 was Shs 353,093,871</p> <p>General Fund Account:</p> <p>Cash book balance as at 30/6/2019 was Shs 537,230</p> <p>Bank statement balance as at 30/6/2019 was 857,230</p> <p>The LG was rolled on IFMIS in July FY 2019/2020 and General Ledger Reconciliation Summary statements were supposed to be generated. However, they had not been generated for the months of July, August and September 2019 as at the time of assessment as IFMIS had not yet been fully operationalised due to incomplete training of District Finance staff by the centre.</p>	0
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17	<p>The LG made timely payment of suppliers during the previous FY</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 payments of suppliers in FY 2018/2019 within 30 days period as evidenced below:</p>	2
	<p>Maximum 2 points on this performance measure</p>		<p>M/s Tulel General Agencies Ltd requested for payment of Shs 11,350,000 on 30th October 2018 in respect of retention for Tasakya Gravity Flow Scheme Extension from Senendet to Chemwepit Parish in Senendet Sub county which was paid on 28th November 2018 vide PV No.20/11/2018 within 21 days.</p>	
			<p>M/s Kortek General Agencies requested for payment of Shs. 28,621,000 on 20/6/2019 for construction of 5 (five) stance latrine at Aralam H/C II which was certified and recommended for payment by the District Engineer on 24/6/2019 and was paid on 28/6/2019 vide PV No. 19/6/2019 within 8 days.</p>	
			<p>M/s Bukwo (BM) General Enterprises Ltd requested for payment of Shs 35,390,560 on 29/10/2018 for renovation/rehabilitation of 3 (three) classroom blocks at Kapyoyon Primary School which was certified and recommended for payment by the District Engineer on 5/11/18 and was paid on 6/11/2018 vide PV 06/11/18 within 8 days.</p>	
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</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 District Principal Internal Auditor by the names of Batya .D. Alinyo appointed by the District Service Commission on Promotion as evidenced on the Appointment letter dated 1st December 2005 Ref: CR/160/1 under DSC Minute No. 71/2005</p>	1
	<p>Maximum 6 points on this performance measure.</p>			
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Quarterly Internal Audit Reports for FY 2018/2019 were all produced and distributed to the relevant authorities:</p> <p>Q1 25/10/2018 Not Referenced</p> <p>Q2 28/2/2019 CR/251/1</p> <p>Q3 25/4/2019 CR/251/1</p> <p>Q4 28/7/2019 CR/251/1</p>	2
	<p>Maximum 6 points on this performance measure.</p>			

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The LG did not avail Information to Council & LG PAC on Internal Audit Queries raised during FY 2018/2019 to the assessment team.</p> <p>31 (thirty one) queries were raised in the Quarterly Internal Audit Reports for FY 2018/2019 but there was no evidence of information to the Council and LGPAC on the status of their implementation.</p>	0
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>• 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>	<p>All the 4 Quarterly Internal Audit Reports for FY 2018/2019 were duly submitted to the LG Accounting Officer and copied to LGPAC</p> <p>.The 1st Quarterly Internal Audit Report for FY 2018/2019 was reviewed by LGPAC on 13th – 15th March 2019 as evidenced by Agenda No.3 Min.15/LG-PAC/2019.</p> <p>However, 2nd, 3rd and 4th Quarterly Internal Audit Reports for FY 2018/2019 were not reviewed nor followed-up by the dully constituted LGPAC as required due to lack of facilitation funds.</p>	0
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<p>• 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>	<p>Although the LG was rolled on IFMIS in July 2019, it had not yet been fully operationalized due to incomplete training of District Finance staff by the centre thus the LG maintained a manual Assets Register.</p> <p>The Assets Register maintained comprised of Motor Vehicles and Heavy Plants, Land & Buildings and Assets General as per the LGAM,2007 pages 167 and 168.</p> <p>However, they did not conform to the prescribed formats in the LGAM 2007 as required.</p> <p>In addition, they were not up dated as evidenced below:</p> <p>Motor vehicle Toyota Hilux Pick-up UG 0865Z used by NUSAF Desk Officer was last updated o 10/5/2017</p> <p>Motor vehicle Toyota Hilux Double cabin used by Production Officer was last updated on 11/3/2019.</p> <p>Motor cycle Honda UG 3959 used by the Medical Superintendent was lat updated on 19/7/2010.</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 Annual Financial statements of FY 2018/2019 was "Unqualified".</p>	4
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Governance, oversight, transparency and accountability

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • 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 	<p>The LG Council met and discussed service delivery related issues as provided in the minutes below:</p> <p>Quarter 1: Meeting held on 11th September 2018 discussed:</p> <ul style="list-style-type: none"> (i) Departmental Progress reports under Min 6/BDC/2018 (ii) DEC presented for discussion and resolution LG PAC Report under Min 8 (a) /BDC/2018 (iii) DEC presented for discussion and resolution Resettlement of landless Ndorobos under Min 8 (b) /BDC/2018 (iv) 11/9/2018 Presentation of Committee Recommendations to Council for approval. Under Min 6/BDC/2018 Council directed CAO to handover district water office to Ag District Water Officer (v) 6/11/2018 Key issue was election of Finance Committee Chairperson under Min 15/BDC/2018. Hon Kiprotich George was unanimously approved as the chairperson Finance Committee. (vi) 17/4/2019 Key issue was formation of District Land Boards under Min 28/BDC/2019 	2
22	<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feed-back (grievance/complaints) and responded to feedback and complaints: score 1. 	<p>There was no evidence that the LG designated a person to coordinate response to feed-back (grievance /complaints)</p>	0

22	<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>The LG had not specified a system for recording, investigating and responding to grievances and not made public display of the grievances and responses.</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>There was no evidence that the LG published the LG Payroll and Pensioner Schedule on public notice boards and other means:</p>	0
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 displayed for 21 days, awarded contracts were displayed for at least 10 days. A filed Best Evaluated Bidder Notice Framework Contracts for FY 2019/2020, after the expiration of the 10 days was evidence to this. It was dated 04 September 2019. However, the LG had no specific notice board for PDU as such notices are plucked off to find space.</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>There was no evidence that the LG –PDU performance assessment results and its implications were publicised on the notice board or on LG website for the FY 2018/2019/</p>	0

24	<p>The LGs communicate 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>For FY 2018/19 there was no evidence that the HLG communicated and explained guidelines, circulars and policies issued by the national level to LLGs.</p>	0
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24	<p>The LGs communicate 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 feedback on status of activity implementation: score 1. 	<p>The LG participated in a Community Forum organized by Kapchorwa Civil Society Organizations' Alliance held 13th September 2019. The forum discussed a number of issues affecting service delivery in the district like need for project monitoring and the role of citizens in LED.</p>	1
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Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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. 	<p>There was no evidence that the LG gender focal person and CDO provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities</p>	0
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25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>In FY 2019/2020 the gender focal point and CDO had planned for minimum 2 activities as evidenced below</p> <p>Celebration of youth international day page 101 of Annual work plan.</p> <p>Women council meeting supported with 4 women executive meeting page 102 Annual work plan.</p> <p>Formation of women and youth groups and facilitation of the women and youth mobilization on page 99 of AWP.</p> <p>No evidence was provided on the expenditures for FY2018/19</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 environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>Out of the 5 Projects sampled, Only three provided evidence of Environmental Screening and mitigation measures planned as evidenced on the Environmental & Social safeguards screening forms as seen below;</p> <p>Screening of Construction of Mortuary was done on 23/09/2018 by the Sikor Steven (Ag DNRO).</p> <p>Screening for Extension of Kapkors'- Kaproben Gravity Flow Scheme was done on 21/08/2018 by the Sikor Steven (Ag DNRO)..</p> <p>Screening for Extension of Tasakya Gravity GFS was done on 23/09/2019 by the Sikor Steven (Ag DNRO)</p> <p>The identified mitigation measures for the Mortuary construction project included planting trees and grass project before commissioning and proper drainage to be ensured.</p> <p>For Tasakya, the mitigation measures included compacting pipe trench, replanting grass.</p>	0

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</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>Environmental and social management and health and safety plans were included in the bid documents.</p> <p>Evidenced by the 5 sampled projects.</p> <p>For instance; The Extension of Tasakya Gravity GFS bid documents had an attachment for inclusion of environmental and social management and health and safety plans signed by Ag DNRO by the bidders it was attached on the contract. This is a document that is always attached to the Bid Documents. Section 8 of the special terms of contact quotes bid documents as part of the contract, so automatically it becomes part of the contract.</p>	1
	<p>Maximum 6 points on this performance measure</p>			
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</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>At the time of assessment the LG produced evidence of proof ownership for only one project</p> <p>Land Title owned by Bukwo District Local Government measuring 6.077Hectares in Bukwo Town Council was where the Mortuary was constructed. Date of issue of the title is 11th July 2011.</p> <p>Letter from NEMA authorising the passage of pipes in Mt. Elgon National Park</p>	0
	<p>Maximum 6 points on this performance measure</p>			
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>The Mortuary Construction and Tasakya GFS Extension) had an Environmental and Social Mitigation Form completed and signed by the Environmental Officer 25th April 2019. The rest of implemented projects had no Environment and Social Mitigation certificates issues.</p>	0
	<p>Maximum 6 points on this performance measure</p>			

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

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

Maximum 6 points on this performance measure

All contract payments sampled were cleared by the Senior Environmental Officer and some of these were:

Opening of Matimbe Kapkweno road BUKW567/WRKS/18-19/00013 acquired a certificate dated 25th May 2019

-Completion of Council Hall Offices Ref:Bukw567/wrks/18-19/00025

-Repair of 5 Stance Pit Latrine at Tarta Primary School. Ref:Bukw567/wrks/18-19/00001

-Tasakya Gravity Flow Expansion (Kapkaros-Kaprogen) Ref:Bukw567/wrks/18-19/00007

-Construction of Five Stance Latrines at Aralam H/C II. Ref: Bukw567/Wrks/18-19/00010

-Renovation of three classroom blocks at Kapyoyon Primary School. Ref: Bukw567/wrks/18-19/00003

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

• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1

Maximum 6 points on this performance measure

At the time of assessment there was no evidence of monthly reports by Environmental Officer and CDO

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school) Maximum 8 for this performance measure	<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>According to the Performance Contract and the Budget Estimates of Bukwo LG for FY 2019/20.</p> <p>The Education sector total Wage Bill Provision was UG.X 4,139,690,000 for 592 Primary school Teachers in respect of 7 teachers including a Head Teacher in the 49 Government Aided Primary Schools as shown on pages 29 and 30 and on pages 28 to 87 of Bukwo LG Approved Budget Estimates FY- 2019/20.</p>	4
1	The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school) Maximum 8 for this performance measure	<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>All 49 government aided schools had head teacher and minimum of 7 teachers per school.</p> <p>Evidence from the sample of 5 primary schools, established that all teachers including the head teachers were formally deployed to those respective school for example, Bukwo P/s had 16 Teachers, Among whom were; Atiang Lydia under posting instruction dated 17/10/2019 signed by CAO.</p> <p>Cherop Susan on Transfer note, dated 6/03/2018 signed by CAO.</p> <p>There was no Posting details availed for Teachers and H/Teachers in Muimet P/s, Senendet P/s, Amanang P/s.Amanang Junior.</p>	4
2	LG has substantively recruited all primary school teachers where there is a wage bill provision Maximum 6 for this performance measure	<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>Bukwo District LG Approved Staff Structure had a total of 592 Primary school teachers.</p> <p>Evidence from the LG Approved Budget Estimates FY 2019/20, revealed that Education department had a Wage Bill Provision of Ug.x. 4,139,690,000 being budgeted for a total of 592 Primary school Teachers.</p> <p>This was provision of Ug.x 6,992,719 per Teacher Annum (p.a) sufficient to cater for at least a minimum of 7 Teachers and a Head Teacher for schools with less than P.7 class.</p> <p>A copy of the Bukwo LG Approved Staff Structure dated 29th.June, 2017, Ref. No. .ARC/135/01 was forwarded to the Principal HR, on 2nd, 08/2017; Therefore 592 Teachers out of a total Staff Ceiling of 599 = $593/599 \times 100\% = 98.8\%$.</p>	3

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</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>All positions of schools inspector were substantively filed.</p> <p>Evidence from a copy of Minute of the Approved Bukwo LG Staff Structure dated 29th/June/2017,Ref.No.ARC/135/306/01,received by the Central Registry, stamped and forwarded to the PHR on 2nd,/08/2017,indicated a total of 7 Inspectors of Schools filled with a Wage Bill Provision of Ug. Shs. 74,637,624 under the Education Sector, under Approved Bukwo LG-Staff Structure - 24th/07/2019.</p> <p>There was a sufficient Wage Bill of Ug.x.10,662.517 per School Inspector per annum (p.a). Details of appointment availed as DEO continued referring to HR and HR referred to Registry.</p>	6	
<p>Maximum 6 for this performance measure</p>	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>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>There was no evidence that the LG Education department submitted a Recruitment Plan to the HRM for the FY: 2019/20.</p>	0
<p>Maximum 4 for this performance measure</p>	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>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>There was no evidence that the LG Education department submitted a Recruitment Plan to the HRM for the FY: 2019/20.</p>	0
<p>Maximum 4 for this performance measure</p>					

Monitoring and Inspection

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>There was no available information of Appraisal of School Inspectors at the time assessment</p>	0
	<p>Maximum 6 for this performance measure</p>			
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers 	<p>There was no evidence availed showing performance reports for Head teachers at the time of assessment.</p> <p>The DEO explained that H/Teachers submit their Performance Contracts to Sub county Chiefs for appraisal and they had not reached Education dept yet.</p>	0
	<p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 		
6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>There was no evidence that the LG Education department communicated Guidelines, Policies and Circulars received from MoES during the previous FY2018/19 to schools.</p>	0
	<p>Maximum 3 for this performance measure</p>			

6

2

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

• 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

There was Evidence that the Education department held meetings with primary school head as shown below

DEO and Head Teachers held meetings on 8/08/2018 and attended by 57 Primary Head Teachers.

On 22/08/2018, DEO held meeting with Primary school Head Teachers.

A total of 54 attended the meeting

Maximum 3 for this performance measure

7

0

The LG Education Department has effectively inspected all registered primary schools²

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

Bukwo district at the time of assessment had 49 schools which were to be inspected once a term for FY 2018/19. Therefore a total of 147 reports were expected to be availed to the assessment team. Only 34 reports out of the expected 147 we availed to the team

Maximum 12 for this performance measure

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.

34/147*100=23%

Evidence from the 5 Sample schools visited, revealed that Inspection:

Term I: Bukwo P/S was inspected = 1

Amanang P/S inspected = 1

Muimet P/S inspected = 1

Senendet P/S inspected = 0

Amanang Junior – Private = 0

Therefore Term Coverage = $3/5 \times 100\% = 60\%$ Term II Bukwo P/A Inspected = 1

Amanang /PS = 0

Muimet P/S = 0

Senendet P/S = 0

Amanang Parents P/S = 0

Term II coverage = $1/5 \times 100\% = 20\%$

Term III Bukwo P/S = 0

Amanang P/S = 0

Muimet P/S = 0

Senendet P/S = 0

Therefore, overall inspection coverage was $(60\% + 20\% + 0) = 80\% / 3 = 26.72\%$.

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>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>At the time of assessment there was no evidence that the education department discussed school inspection reports and made recommendations for corrective actions</p>	0
<p>Maximum 10 for this performance measure</p>				
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>	<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>There was no evidence that that the LG submitted all the school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES)</p> <p>The LG Education department only provided evidence of submission of school inspection reports for Term 1 and Term 2 to the Directorate of Education Standards as evidenced below.</p> <p>School inspection report for 1st Term of 2018/19 submitted to DES and was acknowledged on 20/05/2019, by DIS, 0777 363 865.</p> <p>The Inspection Reports of Term 2, 4th Quarter 2018/19, was submitted to DES in MoES on 26/08/2019 received by Jimmy Obua, 0772346289. No available information of Inspection reports for 3 Quarter.</p>	0
<p>Maximum 10 for this performance measure</p>				
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>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed-up: score 4. 	<p>At the time of assessment there were no minutes to confirm that the inspection recommendations were followed up</p>	0
<p>Maximum 10 for this performance measure</p>				

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

Maximum 10 for this performance measure

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

The DEO list of schools consisted of 49 schools which was no consistent with the 48 schools found in the EMIS

0

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

Maximum 10 for this performance measure

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

Evidence from EMIS Enrolment Data was not accurate and consistent with information on DEO School Lists enrolment:
Information availed showed that total EMIS Enrolment Data was 3210 while Data on DEO School Lists was 2,844 learners.
Evidence from Sample Primary schools visited indicated that Enrolment data submitted for DEO Schools Lists was not accurate and consistent with Enrolment data of EMIS and PBS as follows:

	EMIS Data:	DEO School Lists:
Bukwo p/s	932	808
Senendet p/s	688	610
Amanang p/s	956	926
Muimet p/s	634	500.

Governance, oversight, transparency and accountability

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

Maximum 4 for this performance measure

• 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

The Council Committee responsible for education (Social services committee) met and discussed service delivery issues. For instance, the meeting chaired by Hon Chelangat John Sebei (undated) that took place at Education Offices reviewed 1st Quarter Performance report and 2nd Quarter Workplans for the FY 2018/2019 under min 8/2018

The social services committee meeting held on 10th September 2018 Chaired by Hon Chesang Lydia reviewed budget performance for FY 2017/2018 and 1st Quarter Workplans FY 2018/2019 under Minute 3/2018

2

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</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 Social services committee responsible for education presented the sector implementation Plan and Budget for FY 2019/2020 for approval to the Council on 30/5/2019 under Min Bukw/2019 Min 37</p>	2
	<p>Maximum 4 for this performance measure</p>			
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>Evidenced from the Sample of 4 Government Aided and 1 Private Primary schools visited, revealed that each had an established functional School management Committee and held meetings as follows: For example Bukwo P/S, had an SMC with 12 members and held meetings on 15/03/2018, 15/11/2018 and 22/08/2019= 100%.</p> <p>Muimet P/S had an SMC with 13members and held meetings on 26/04/2019,26/06/2019 and 19/09/2019 = 100%.</p> <p>Senendet p/shad an SMC with 14 members and held meetings on 02/07/2019, 02/0/2019 and 13/09/2019 = 100%.</p> <p>Amanang p/s had an SMC with 13members and held meetings on 29/10/2018,22/03/2019 and 15/07/2019 = 100%.</p> <p>While Amanang Junior, had an SMC, with 6 members but with no documented evidence of SMC -meetings held = 0 %.</p> <p>Therefore, overall performance of SMC meetings held was (100% + 100% 100% +100% + 0%) = 400% /5 = 80%. Hence a performance Score of 3.</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>3</p>
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The LG had publicized all the primary schools receiving UPE grants through posting on the school notice boards as seem during the field visits of the sampled schools as follows;

Senendet p/s had received UPE Release of Term1 =Ugx.2,314,716, Term2 = Ug.x 2,208,053 and Term3 = ug.x = 2,900,000.

Amanag p/s had received UPE Release for the 4th Quarter, 2019asUg.x. 4,108,333 on 11/9/2019.Muimetp/shad received UPE Release for 3rd Quarter, 2018/19 and 4th Quarter Release in October 2019 but not displayed on notice board.

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>0</p>
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The sector submitted procurement inputs to the Procurement Unit that covered all investment items in the approved work plan and budget.

Submission was made on 18/07/2019 at 4:42pm, but this was 3 months after the Mandatory deadline of 30th April 2019 indicated on page 31 under the approved Bukwo -LG Budget Estimates FY 2019/20.

No formal written submission

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 Education department timely certified and recommended suppliers for payment as evidenced in the sampled payments below:</p> <p>M/s Bakasuku Agencies Ltd requested for payment of Shs 35,468,440 on 3/10/2018 for renovation of 2 (two) Classroom Blocks at Tartar Primary School which was certified and recommended for payment by the District Engineer on 30/10/2018 and paid on 5/11/2018 vide PV No. 1/11/18.</p> <p>M/S Bukwo (BM) General Enterprises Ltd requested for payment of Shs. 35,390,560 on 29/10/18 for renovation/ rehabilitation of 3 (three) Classroom Blocks at Kapyoyon Primary School which was certified and recommended for payment by the District Engineer on 5/11/18 and was paid on 6/11/2018 vide PV No. 06/11/18.</p> <p>M/s Bam Construction and Surveyors Ltd requested for payment of Shs 390,997,439 on 28/5/2019 for construction of Seed Secondary School at Chebinyiny Seed Secondary School in Kapterewo Sub county which was certified and recommended for payment by the District Engineer on 30/5/2019 and was paid on 6/6/19 vide PV No. 01/06/2019.</p>	3
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</p>	<p>There was no evidence of submission of annual performance/ quarterly report to the planner</p>	0

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <p>o If sector has no audit query</p> <p>score 4</p> <p>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year:</p> <p>score 2</p> <p>o If all queries are not respond-</p> <p>ed to score 0</p>	<p>The LG Education department had no audit finding throughout the 4 (four) Quarterly Internal Audit reports for FY 2018/2019.</p> <p>It was notable that the quarterly audit throughout the previous FY centered on only District Headquarters and Health sector.</p>
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Social and environmental safeguards

<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 LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>LG Education department in consultation with the gender focal person disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills as evidenced below;</p> <p>Copies of Minutes of meeting of engagement of Gender Focal Point Person with Senior Education Staff and Senior Women and Men, Head Teachers and Stakeholders meetings for example on 8/8/2019 and 22/7/2019 to Sensitize them on Sanitation and Public Hygiene in primary schools among learner's.</p> <p>A total of 57 Senior Women and Male officers from Government Aided and Private schools attended and signed attendance lists with their Telephone contacts such as Sikoru Jackson H/Tr -Kapsiywo p/s, 0775495556, Musani Fred H/Tr – Kabokwo p/s, 0773 907264, Kipsuro Moses H/Tr Sossyo P/s, 0781 938 344.</p>
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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 LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>No evidence was availed at the time of assessment that the Education department in collaboration with gender department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools</p>	0
17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>Evidence availed revealed that primary schools established functional SMC committees example;</p> <p>Amanang P/s was compliant SMC with 13 members,4 Female and 9 Male.</p> <p>Senendet p/s SMC was compliant 14 members with 3 Female and 11 male.</p> <p>Muimet p/s had an SMC, 13 members,7 female,6male.</p>	1
18	<p>LG Education department has ensured that guide- lines 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 evidence was availed at the time of assessment that the Education department in collaboration with Environment department issued guidelines on environmental management.</p>	0
18	<p>LG Education department has ensured that guide- lines 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 was availed at the time of assessment that all school infrastructure projects were screened before approval for construction</p>	0

LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with

• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1

No evidence availed at the time of assessment that the environmental officer and community development officer had visited the sites to checked whether the mitigation plan were complied with

Maximum 3 points for this performance measure

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 PHC Wage Allocation For Bukwo district for FY 2019/2020 was Shs. 2,911,496,000</p> <p>PHC wage for health workers in post for FY 2019/20120 was 2,549,093,000/=.</p> <p>%wage provision (posts filled for primary health care workers with a wage bill provision)=87%resultingintoascoreof 8</p> <p>However, the Ministry of Health had given Bukwo LG IPF for recruitment plan including upgrading one HC II to HC III which meant recruitment. of 15 additional staff for the Health centre under construction.</p> <p>By the time of the assessment, the construction of the HC was at 80% and it was hoped that by February 2020 the work would be completed. It is after this that the additional 15 staff were expected to be recruited to absorb the surplus in the wage budget.</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 unreferenced Health Sector recruitment plan 2019/2020 to the CAO/HRM on 2nd May 2019,</p> <p>Furthermore, the DHO had also earlier submitted a request for “Recruitment on Replacement Basis” vide unreferenced letter to the CAO dated 18th March 2019.</p>	6

3	<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>Five in-charges of Health units were sampled, interviewed, and their files verified. And confirmed that these staff members had been appraised. These staff included:</p> <ul style="list-style-type: none"> a) Dr. Mayamba Joseph of Bukwo Hospital b) Mr Barasa Martine of Bukwo HC IV (PNFP) c) Mr Mangusho Bosco, Clinical Officer In-Charge Kapkoloswo HC III, d) Mr Cabol Cheprupul Moses a registered Nurse in charge Kapkoros HC II e) Mr Kariongo Michael, an Enrolled Nurse in charge Amanang HC II 	8
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4	<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • 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 	<p>There was evidence that the staff deployment was in agreement with staff list in the approved DHO's work plan 2019/20120. However, some staff had been transferred to cover the additional 7 health facilities that were not yet on the Integrated Personnel and Payment System (IPPS).</p>	4
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Monitoring and Supervision

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>Copies of the following guidelines were received by DHO's office in financial year 2018/2019 and were available in the sampled health facilities visited as indicated below :</p> <ul style="list-style-type: none"> a) Health Sector grant and Budget guidelines to LGs FY 2019/2020 b) Guidelines for Health care unit management Committees 2012 c) Undated Guidelines for medical waste management d) Health Sector Development Plan 2015/16 - 2019/2020 	3
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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>	<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>In the DHT meeting held on 22nd July 2019, under minute titled "Action Points" the "Health Sector grant and Budget guidelines to LGs FY 2019/2020" were discussed and the DHO urged in-charges to use the guidelines FY 2019/2020 while spending PHC funds'.</p>	3
	<p>Maximum 6 for this performance measure</p>			
6	<p>The LG Health Department has effectively provided support supervision to district health services</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>Bukwo district has one HC IV and one hospital which were supervised.</p> <p>According to documentation in supervision log books: Bukwo HC IV was supervised by joint DHO teams on 13th September 2018, 22nd November 2018, 11th February 2019, while Bukwo General Hospital was supervised on 14th September 2018, 26th September 2018, 5th December 2018, 24th January 2019.</p>	3
	<p>Maximum 6 points for this performance measure</p>			
6	<p>The LG Health Department has effectively provided support supervision to district health services</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p>	<p>There was no evidence that the DHT /MHT had ensured that HSD had supervised lower level health facilities</p>	0
	<p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>Bukwo district had only one HSD/HC IV situated in Bukwo general Hospital.</p> <p>At the time of the assessment, there were no evidence to reflect that Bukwo HSD conducted quarterly support supervision to lower Health units III and II during FY 2018/2019.</p>	

7	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p>	<ul style="list-style-type: none"> 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 	<p>Only 3rd quarter DHT meeting held on 16-04-2019 Agenda No.3 Communication from the Chair (minutes not numbered nor page numbered) the chairperson made remarks about quality improvement issues that were identified during support supervision and in-charges urged to implement findings.</p>	0
	<p>Maximum 10 points for this performance measure</p>			
7	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6 	<p>From the information available at the time of assessment, there was no evidence to show that recommendations from supervisory reports were followed up.</p>	0
	<p>Maximum 10 points for this performance measure</p>			
8	<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>The list of health facilities receiving PHC funding that had consistently submitted HMIS reports over 12 months period July 2018 to June 2019 were consistent with the list of PHC health facilities listed in the DHO's Annual Work Plan FY 2018/2019.</p> <p>The data captured online through DHIS2 included Monthly HMIS forms 105 (OPD reports), 108 (in-patient reports), and Quarterly 106A among others. These facilities included Bukwo general hospital, Bukwo HC IV (1), 4 Health Centre IIIs, and 15 Health Center IIs</p>	10
	<p>Maximum 10 for this performance measure</p>			

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>	<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>LG committee responsible for health met and discussed service delivery issues. For instance the meeting chaired by Hon Chesang Lydia on 10th September 2018, Under Min 3/2018 discussed Health Issues and recommended that critical staff in the health department be recruited for better service delivery. It also recommended that delivery and examination beds be prioritized for Kamet and Tulel health centers.</p>	2
	<p>Maximum 4 for this performance measure</p>		<p>The other committee meeting was chaired by Hon Chelangat John Sebei (dates not indicated) under Min 8/2018 recommended that Bukwo General Hospital donates 10 beds to Chesower HC III and 2 beds to Kamet</p>	
9	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>During the Council Meeting held on 30/5/2019 the committee submitted Plans and Budget for FY 2019/2020 for approval by Council</p>	2
	<p>Maximum 4 for this performance measure</p>		<p>It was also recommended to Council that the district should lobby for funds to fence the general hospital</p>	
10	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p>	<p>The 5 Health facilities that were sampled had functional HUMCs.</p>	6
	<p>Maximum 6 points</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>For example Kapkoros HC III Committee met on 8th October 2018 and discussed broken health facility fence, animals grazing in facility compound, among other important issues.</p>	
			<p>Bukwo General Hospital board met three times 15/8/2018; 8/5/2019; and 30/9/2019; Kapkoloswo HC III, committee met 28th December 2018, 13th March 2019, 5th May 2019, and 12th June 2019, and Amanang HUMC met on 14th September 2018, 21st December 2018, 8th March 2019, and 21st June 2019.</p>	

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>There was no evidence that the LG publicized health facilities receiving PHC non-wage recurrent grants on public notice boards or any other media sources availed or evidenced by the assessment team</p>	0
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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 an- nual work plan and budget on time by April 30 for the current FY: score 2 	<p>In a letter Referenced CR /280/3 dated 2nd May 2019 the DHO submitted input to the procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget. However, the submission was outside the required time frame of 30th April 2019.</p>	0
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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>The LG Health department did not make a formal request to PDU.</p>	0
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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 department certified and recommended suppliers timely for payment as per the following sampled payments:</p> <p>M/s Kortek General Agencies requested for Shs 28,621,000 on 20/6/2019 for construction of 5 (five) stance latrine at Aralam H/C II which was certified and recommended for payment by the District Engineer on 24/6/19 and was paid on 28/6/19 and was paid on 28/6/19 vide PV No. 19/6/2019.</p> <p>M/s Bakasuku Agencies Ltd requested for Payment of Shs 28,769,580 on 8/5/18 for complementation of construction of the maternity/General Ward at Kapkoloswo HC III was certified and recommended for payment by the District Engineer on 8/5/19 and was paid on 5/11/18 vide PV No.1/1/2018.</p> <p>M/s Bakasuku Agencies Ltd requested for payment of Shs 43,000,000 on 10/04/2019 for Mortuary Construction at Bukwo General Hospital which was certified and recommended for payment by the District Engineer on 11th /4/2019 and was paid on 11/4/19 vide PV No. 04/04/2019.</p>	4
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Financial management and reporting

14	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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 	<p>The department submitted the annual performance report for the previous FY 2018/2019 on 13 July 2019</p> <p>Submission of quarterly reports to Planner during FY 2018/2019 was as follows:</p> <p>Q1 submitted on 7/10/2018 Ref. CR/155/3</p> <p>Q2 submitted on 12/01/2019 Ref.: CR/155/3</p> <p>Q3 submitted on 14/04/2019 Ref. CR/155/3</p> <p>Q4 submitted on 13/7/2019 Ref. CR/155/3</p>	4
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15	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • 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 	<p>The LG Health department had 14 (fourteen) audit findings raised in the 1st and 2nd quarters of FY 2018/2019 as illustrated in the table below.</p> <p>However, there was no evidence of information provided to the Internal Audit on the status of implementation of those audit findings as at the time of the assessment.</p> <p>The nature of queries raised included the following:</p> <p>No proper drugs control & accountability-drugs management.</p> <p>Absence of placenta pits in all Health units.</p> <p>Unengraved Health units properties.</p> <p>Unutilization of Kwirwot HC II OPD block due to eminent cracks.</p> <p>Health facilities did not maintain books of accounts.</p> <p>No action on reports produced by Health Units.</p>	0
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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 % women: score 2 	<p>Among the 5 sampled health units only one Amanang HC II met the 30% gender compliance. The other 4 were below this gender yardstick as explained below.</p> <p>Bukwo HC IV has a committee of 8 members with 2 female and 6 male (25%)</p> <p>Bukwo hospital has a committee of 4 members with 1 female and 3 males (25%0</p> <p>Kapkoros HUMC has 5 members: 1 female and 4 male (20%)</p> <p>Kapkoloswo HUMC has 7 members: 2 female and 5 Male (28%)</p> <p>Amanang HUMC has 6 members: 3 female and 3 male (50%)</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>In a letter Ref CR from the DHO dated 7th July 2019 to all Health Facility in-charges the DHO provided sanitation guidelines. Onsite inspection of the sanitation places in the sampled facilities, they were clearly gender separated and labelled males and females</p>	2

17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</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>There was no evidence of screening of Health facility infrastructure projects by the time of assessment.</p>	0
	<p>Maximum 4 points for this performance measure</p>			
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</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 2 	<p>There was no evidence of screening of Health facility infrastructure projects by the time of assessment.</p>	0
	<p>Maximum 4 points for this performance measure</p>			
18	<p>The LG Health department has issued guidelines on medical waste management</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 disposal: score 4. 	<p>The DHO issued a letter dated 2/5/2019 reference number CR/357/2 addressed to in-charges about disposal of medical waste.</p> <p>It was evidenced that during the sample health facility visits were charts about “Segregation of Medical Waste” were seen pinned up on the walls in the Laboratory and treatment rooms along with the 3 waste bins in black, yellow and Red for separating medical wastes. The facilities also had rubbish pits for final burning and disposal of medical wastes. Bukwo hospital, Bukwo HC IV and HC III had placenta pits for disposal of placenta and surgical waste parts.</p>	4
	<p>Maximum 4 points</p>			

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"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>For the FY2019/2020, The Average District Water Coverage was at 62.1%</p> <p>The sub counties below the District Average were;</p> <p>Suan(56.8%)</p> <p>Riwo(50.2%)</p> <p>Kortek(50.9%)</p> <p>Kapteremo (50.7%).</p> <p>The Total Budgeted Amount for the FY 2019/2020 was UGX 157,070,000.</p> <p>Out of this 142,050,000 (90.4%) targeted the sub counties that were below the LG average water coverage</p> <p>1. Extension of Gravity Flow Scheme to Suan Sub County in respect of (1 Main and 8 tap stands with their distributions. The estimated cost was UGX 142,050,000. Budget Vote 567 Bukwo District. Page. 44</p> <p>UGX 15,020,000 was budgeted for the Designing of Gravity Flow Scheme for Chepkwatsa (62.2 Average) as per current FY2019/20. Budget Vote 567 Bukwo District. Page. 43</p> <p>The percentage was $(142,050,000/157,070,000)*100=90.4\%$</p>	7

The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)

- Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.

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

Score 15

Maximum 15 points for this performance measure

- o If 80-99%: Score 10

- o If 60-79: Score 5

- o If below 60 %: Score 0

For the FY2018/2019, The Average District Water Coverage was 66.9%.

The areas below the average district water coverage were Kabei (58%), Rwo(56%), Chepkwasa(60%), Keptererwo (51%), Tulel(62%),Bukwo TC(61%).

The budgeted water projects targeted Senedet Sub County (Average 101%) and Suan Sub County (Average 78%) as per District Budget Vote 567 FY2018/19.

The projects implemented were:

Construction of 11 Tap stands in Kapkoros-Kebron at UGX 61.09Million and this was in SenedetSub County.

Laying of 1.4Km Transmission Main in was Tasakya RT-Kwirot at UGX 76Million and this was in Suan Sub County

Laying of 0.7Km Transmission Main in was Tasakya RT-Kwirot at UGX 40.654Million and this was in Suan Sub County

Since all these projects were implemented in areas that were above

The Average District Water Coverage of 66.9

For FY 2018/19, Suan was at 78% coverage while in the FY2019/20, Suan was at 56.8%. The reason for the drop in water coverage was due to the fact that it was still in phase 1 (laying of Mains) and was yet to proceed to the 2nd phase of distribution

Monitoring and Supervision

3	<p>The district Water department carries out monthly monitoring of project investments in the sector</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p>	<p>The Monitoring Plan was in place. Prepared by the Ag. District Water Officer on 23/04/2019.</p>	15
	<p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • 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 	<p>As per the AWP 2019/2020, The LG had a Total of 1482 sources that were functional (5 rain water harvesting stands, 1441 tap stands, 36 springs) and 569 Non Functional sources comprising of 7 rain water harvesting tanks, 504 tap stands and 58 springs. All these were monitored to establish their functionality.</p> <p>The following Monitoring Reports with the specific dates were also availed as follows</p> <ol style="list-style-type: none"> 1. Report dated 30/05/2019 Assessment of Kapkoros- Kaproben GFS Extension prepared by Ag.DWO 2. Report dated 31/05/2019- Monitoring of Tasakya –KWIROT GFS Extension by Ag.DWO 3. Report dated 28/05/2019- Monitoring of TasakyaKwirot GFS. Prepared by Ag.DWO 4. Report dated 17/01/2019- Routine Inspection of KwirwotPhase1. Prepared by Ag.DWO 	
4	<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 	<p>The following Progress Reports were submitted to the MoWE as follows:.</p> <ol style="list-style-type: none"> 1. Progress Report for Q1 was submitted on 10/10/2018 and acknowledged on 16/10/2018 2. Progress Report for Q2 was submitted on 11/01/2019 and acknowledged on 11/01/2019 3. Progress Report for Q3 was submitted on 15/04/2019 and acknowledged on 15/04/2019 4. Progress Report for Q4 was submitted on 12/07/2019 and acknowledged on 12/08/2019 	5
	<p>Maximum 10 for this performance measure</p>			
4	<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p>	<ul style="list-style-type: none"> • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>Form 1 (shows the new water sources added) and Form 4 (shows old water sources) and they were both not presented during the time of assessment.</p>	0
	<p>Maximum 10 for this performance measure</p>			

The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget

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

Form 1 (shows the new water sources added) and Form 4 (shows old water sources) and they were both not presented during the time of assessment.

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

- 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

The LG Water Office nominated Mr. Limo George Festo as the Project Manager for the Tasakya RT-KWIRWOT Project Phase 1 GFS Extension. It also nominated Mr. Miguet Mike Makitor as the Project Manager for the Kapkoros- Kabroba GFS Extension project as per the unreferenced letter to the CAO Dated 11/10/2018.

Maximum 8 points for this performance measure

The other project visited were Tap Stands at Mayembe Village for the Kapkoros-Kaproben GFS Extension. This had no evidence of appointment of Contract Manager.

The Contract Management Plans for all the above projects were not availed and neither were monthly monitoring plans given. The site books were not availed too.

However progress supervision reports were availed as follows:

Progress report on the implementation of the extension of Tasakya GFS Kapkoros To Kaproben was done on 1st February 2019 by Engineering Assistant- Water

Construction Supervision and inspection report for Tasakya RT-Kwirwot Phase 1 and KapkorosKaproben GFS extensions was done on 25th March 2019 by the Ag. DWO

Construction Supervision of Tasakya RT-Kwirwot Phase1 GFS extension report was done on 19th December 2018 by the Engineering Assistant- Water.

A site supervision report for Tasakya RT-Kwirwot Phase1 report was also done on 18th December 2018 by the Engineering Assistant- Water

A construction supervision report on water sector projects was done on 28th May 2019 and prepared by the Ag. DWO-ChebaranJonex

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

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

The water and sanitation facilities were constructed as per design(s)

Maximum 8 points for this performance measure

Construction of 11 Tap stands in Kapkoros-Kebron at UGX 61.09Million and this was in Senedet. The main had an HDPE pressure pipe of 90mm diameter while the distribution lines were at 50mm, 40mm, and 32mm.

Laying of 1.4Km Transmission Main in was Tasakya RT-Kwirot at UGX 76Million and this was in Suan. HDPE pressure pipe of 90mm diameter was used.

Laying of 0.7Km Transmission Main in was Tasakya RT-Kwirot at UGX 40.654Million and this was in Suan. HDPE pressure pipe of 90mm diameter was used.

6	The district has appointed Contract Manager and has effectively managed the WSS contracts	<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	There was no evidence that the sites were handed over to the client by the contractors	0
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Maximum 8 points for this performance measure

6	The district has appointed Contract Manager and has effectively managed the WSS contracts	<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 prepared and filled completion reports as follows:</p> <p>The contract the Extension of Tasakya RT-KWIRWOT Gravity Flow Scheme by M./s Kapmayamay Investments Co.Ltd was completed and certified as evidenced by the completion certificate that was prepared by the Engineering Assistant- Water and approved by Ag. DWOon30/04/2019</p> <p>Extension of Extension of Tasakya Gravity Flow Scheme (TaskyaKwirwot Phase 1) by M/s GEOMAX Engineering Limited.</p> <p>The completion report /certificate was prepared by Engineering Assistant Water and approved by Ag. DWOon 20/02/2019</p> <p>Construction of 5 Stance Latrine at Aralam HCII by Kortek General Agencies Ltd. Ref:Bukw567/Wrks/18-19/00010. The Completion report/Certifict was prepared by the Engineering Assistant on 24th June 2019</p> <p>Renovation and repair of 5 Stance VIP Latrine at TARTAR Pimary School. Ref:Buk567/wrks/18-19/00001. The completion report/certificate was prepared on 30/10/2018 by the Engineering Assistant.</p>	2
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Maximum 8 points for this performance measure

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

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

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

M/s Kortek General Agencies Ltd requested for payment of Shs. 67,380,000 on 21/01/2019 for Tasakya Gravity Flow Scheme Extension (Kapkoros – Kaproben) was certified and recommend for payment by District Water Officer on 1st/3/2019 and was paid on 12/3/2019 vide PV No. 5/3/2019

M/s KAPMAYEMAY Investment Co. Ltd requested for payment of Shs 37,200,000 on 30/4/19 for extension of Tasakya Kwirwot GFS which was certified and recommended for payment by the DWO on 30/4/19 and was paid on 21/5/2019 vide PV No. 21/5/2019.

M/s Bakasuku Agencies Ltd requested for payment of Shs 28,769,580 on 8/5/18 for completion of construction of the maternity/General Ward at Kapkoloswo HCIII which was certified and recommended for payment by the District Engineer on 8/5/19 and was paid on 5/11/18 vide PV No. 1/11/2018.

Maximum 3 for this performance measure

Financial management and reporting

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

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

The department submitted the annual performance report for the previous FY 2018/2019 on the unreferenced dates as illustrated below

Quarter	Date of submission	Reference
Q1 unreferenced	10/10/2018	
Q2	11/4/2019	unreferenced
Q3	15/1/2019	unreferenced
Q4	12/7/2019	unreferenced

Maximum 5 for this performance measure

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

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

The LG Water department had 1 (one) audit finding in the 1st Quarterly Audit Report of FY 2018/2019 which was brought to the attention of the District Ag. Water Officer on 18th September 2019 Ref.CR:101/1 by CAO but no evidence of information to the Internal Audit by the sector on the status of implementation of that finding was availed as at the time of the assessment.

Maximum 5 for this performance measure

- o If sector has no audit query score 5

There were no Water Sector related audit findings in 2nd, 3rd, and 4th Quarterly Internal Audit Reports FY 2018/2019

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

If queries are not responded to score 0

Governance, oversight, transparency and accountability

10	<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none">Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3	<p>No evidence of minutes of the district Committee responsible for water were available as at the time of assessment</p>	0
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>Works and Technical Services Committee where Water Sector falls presented Sector Work plan and Budget for FY 2018/2019 for Council approval on 30/5/2019 .</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 no evidence that the District Water Department shared information widely on notice boards to enhance transparency.</p>	2

11	<p>The district Water department has shared information widely to the public to enhance transparency</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>Provide examples of labelled projects.</p> <p>As per the field visits, the projects were clearly labelled.</p> <p>The project for Construction of 11 Tap stands in Kapkoros-Kebron was labeled as follows.</p> <p>Project Name: Kapkoros- Kaproben GFS Extension</p> <p>Client: Bukwo District Local Government</p> <p>Funding: District Water and Sanitaion Conditional Grant</p> <p>Contractor:Kortek General Agencies Limited</p> <p>F/YR:2018/2019</p> <p>Supervisor: Civil Engineer (Water)</p>	2
	<p>Maximum 6 points for this performance measure</p>		<p>Laying of 1.4Km Transmission Main in Tasakya RT-Kwirot and Laying of 0.7Km Transmission Main in was Tasakya RT-Kwirot in Suan was labelled as follows:</p> <p>Project: Taskya-Kwirwot Phase 1GFS Extension</p> <p>Client: Bukwo District Local Government</p> <p>Funding: District Water and Sanitaion Conditional Grant</p> <p>Contractor:Geomax engineering Limited</p> <p>Supervisor: Civil Engineer (Water)</p>	
11	<p>The district Water department has shared information widely to the public to enhance transparency</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 no evidence that the information was shared on Notice Boards</p>	0
	<p>Maximum 6 points for this performance measure</p>			

12	Participation of communities in WSS programmes	<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 	There was no documentary evidence availed to PAT at the time of assessment that the communities applied for water/public sanitation facilities	1
	Maximum 3 points for this performance measure			

12	Participation of communities in WSS programmes	<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>	There was no documentary evidence availed to PAT at the time of assessment	0
	Maximum 3 points for this performance measure			

Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management	<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>Environmental Screening for the Mortuary was done on 23/09/201 by Ag. National Resources Officer.</p> <p>Environmental Screening for the Extension of Kapkoro's Kaproben gravity flow scheme was done on 21stAugust 2018.</p> <p>Extension of Tasakya GFS Extension was done on 23/09/2018. Environmental Certification of this project was done on 25/04/2019 by the Ag. Natural Resources Officer where he noted that mitigation measures had been satisfactorily handled by compacting the pipe trench, replanting of grass and wastes sorted.</p>	2
	Maximum 4 points for this performance measure			

13	<p>The LG Water department has devised strategies for environmental conservation and management</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There was evidence of follow up and support provided on the unacceptable environmental concerns or mitigation measures identified during the screening processes. For instance;</p> <p>On Tasakya GFS Extension, Mitigation measures were identified was compaction of the pipe trench, replanting tress, proper waste disposal. Ref: Certification no.1/2019 on 24/04/2019.</p> <p>It was observed that the pipe trench was compacted; grass replanted and waste sorted and dumped in the dug pits and plastic taken to landfills in Kapchorwa.</p>	1
	<p>Maximum 4 points for this performance measure</p>			
13	<p>The LG Water department has devised strategies for environmental conservation and management</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>On all Agreements, there was an Addendum clearly instructing contractors, suppliers, and service providers specifying the different Environmental Mitigation Measures to be met .Bid documents had an attachment for inclusion of environmental and social management and health and safety plans signed by Ag DNRO to the bidders This is a document that was always attached to the Bid Documents. Section 8 of the special terms of contact quotes bid documents as part of the contract, so automatically it becomes part of the contract.</p>	1
	<p>Maximum 4 points for this performance measure</p>			

14	<p>The district Water department has promoted gender equity in WSC composition.</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>A List of 09 Committees out of 11 Tap stands in KaprobenParish.</p> <p>Domain Tap Stand</p> <p>3 Women, 2 Men: 67% Women and Lady is the Chairperson</p> <p>Munandas Tap Stand</p> <p>2 Women and 3 Men; 67% Men. Chairperson and Treasurer are ladies</p> <p>Kubende Tap Stand</p> <p>4 Women and 1 Man:80% ladies.Lady is the Chairperson</p> <p>Sunguras Tap Stand</p> <p>All are Men</p> <p>Jimmy Charichas Tap Stand</p> <p>3 Men and 3 Women: 50% Women. Lady is the Chairperson</p> <p>Bulale Tap Stand</p> <p>3 Women, 2 Men; 60% Women, Secretary is a lady</p> <p>Msokos Tap Stand</p> <p>3 Women, 3Men, Secretary is a lady</p> <p>Masai Tap Stand</p> <p>5 Men, 1Woman, Lady is the Treasurer</p> <p>Mokoywet Tap Stand</p> <p>4Men, 2 Women.</p> <p>Out of the 9, 5No. Satisfy the 50% women requirement and atleast one occupying key position of Chairman, Treasurer or Secretary.</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>Field visits conducted on three public sanitation facilities at Suam Public Toilet, Bukwo Urban Water Toilet and Tulel Secondary School had adequate and separate access for Men, Women and PWDs</p>	3