



Local Government Performance Assessment

Rukiga District

(Vote Code: 620)

Assessment	Scores
Accountability Requirements	%
Crosscutting Performance Measures	73%
Educational Performance Measures	65%
Health Performance Measures	72%
Water & Environment Performance Measures	76%

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 22nd July, 2019 and was received by MoFPED on 26th July, 2019 as per a date-stamped copy seen. The submission was within the revised deadline of 31st August, 2019.</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>Rukiga DLG submitted a Budget that incorporated the LG Procurement Plan for the forthcoming FY (2019/2020) on 8th. July, 2019 under Ref: (not referenced) and was received by MoFPED on 18th. July. 2019. This implied that the submission of the Budget was within the revised date of 31st August, 2019.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports				

3	<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>The LG submitted the Annual Performance Report for the previous FY 2018/2019. on 29th July, 2019 via PBS. Therefore, the submission of the annual performance report was done within the revised timelines of 31st August, 2019</p>	<p style="text-align: center;">Yes</p>
4	<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>Submission of the quarterly budget performance reports for FY 2018/2019 was through PBS as indicated below:</p> <ul style="list-style-type: none"> • Quarter 1 on 29th November, 2018 • Quarter 2 on 14th February, 2019 • Quarter 3 on 20th March, 2019, and • Quarter 4 on 30th July, 2019. <p>All the submissions were through PBS.</p>	

Audit

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

All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans

Maximum 4 points for this performance measure.

Evidence that a district/ municipality has:

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

Rukiga DLG did not have a legally constituted Physical Planning Committee as per Part III (9) of the Physical Planning Act, 2010. At the APA time, the Committee had 12 members. Notably missing was a Physical Planner in Private practice.

The reviewed appointment letters indicated that the CAO appointed the 12 members on 13th June, 2018 and they included;

- Ahumuza Emmanuel, the Physical Planner and Secretary to the Committee
- Tugume Dickson, the District Surveyor,
- Kiganda James, the Ag. District Engineer,
- Beyendera Vastina, the Ag. District Education Officer,
- Katwesigye Leonard, the District Agricultural Officer,
- Ahanga Ambrose Hans, the DWO,
- Mbaguta Dorothy, the DCDO,
- Dr. Ahabwe Davis, the Ag. DHO,
- Eudia Mutabazi, Town Clerk Muhanga,
- Rwamango Hassan, Ag. Town Clerk, Mparo, and
- Mulangira Joseph, Ag. DNRO

The Committee, which lacked a Physical Planner in private practice was functional and discharged its duties in FY 2018/19 through meetings held on;

- 11th September, 2018 through minute Min. RDLG/PPC/03/11/09/18 there was orientation of the members on their roles and duties on the committee and through Min. RDLG/PPC/04/11/09/18, the committee discussed the physical planning charges, 13th December, 2018 through Min. 4RDLG/PPC/10/13/12/18, the committee discussed the applications from Sub counties Area Land Committees on conversion of customary rights to freehold tenure system. The committee resolved to refer the matter to the District Land Board for final approval,
- 19th March, 2019 through Min. 4 RDLG/PPC/16/19/03/19, the committee considered the land application of Kabuza Henry for 0.34 hectares of Residential Land, and
- 26th June, 2019 through Min. 5 RDLG/PPC/22/26/06/19, the Committee approved Tushemereirwe's application of 80 acres of farming Land at Nyamashamba and Butare villages

The DLG did not have a Physical Development Plan and therefore, there was no evidence of new infrastructure investments approved plans.

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>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was evidence that Rukiga District Local Government submitted four sets of minutes for Physical Planning Committee to Ministry of Lands Housing and Urban Development all on 13th September, 2019. However, the minutes were produced by the illegally constituted committee.</p>	1
	<p>Maximum 4 points for this performance measure.</p>			

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>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>Rukiga District Local Government did not have an approved Physical Development Plan thus none of the infrastructure investment was approved as per the plan.</p>	0
	<p>Maximum 4 points for this performance measure.</p>			

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

The Assessment Team did not see any Action Area Plan prepared during the FY under review.

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 have project profiles

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

There was evidence that the project priorities in AWP for FY 2019/2020 were derived from the Budget Conferences:

The projects were prioritised during the Budget Conference held at Rwamucucu Sub County on 4th. November, 2018;

1. The extension of the Gravity flow scheme at Kabisha in Kshambya Sub county which was on page 38 of Approved Budget FY 2019/2020. The latrines that were constructed appeared under the Education sector projects on sheet No. 5 on a non-paged and non-itemized numbered LG Procurement Plan FY 2018/19.

2. Construction of the of the Agro-Vet Laboratory at Rukiga DLG Headquarters which was on pages 18 of the LG Approved Budget Estimates FY 2019/20. The latrines that were constructed appeared under the Education sector projects on sheet No. 5 on a non-paged and non-itemized numbered LG Procurement Plan FY 2018/19.

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

• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.

There was clear evidence that priorities in the Annual Work Plan were derived from the five-year DDPII as indicated by a few priorities below in different sectors;

a) The construction of five-stance VIP lined latrines in six Primary Schools on page 103 of the DDP II and on page 50 of the AWP 2019/20 at UGX 165,411,600.

b) Supply of water tanks to LLGs on page 113 of DDP II at UGX 23M and on page 87 of AWP

Maximum 5 points on 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 have project profiles

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

The project profiles in the Rukiga DLG Development Plan II were stated as per the Local Government Development Planning guidelines 2014 on page 63 Appendix 3 as evidenced in the;

The TPC meeting held on 28th May, 2019 under Minute 106/05/19/20 discussed all project profiles such as actual works, VIP latrines, Kabisha gravity flow scheme and renovation of DHOs office block, page 48 AWP 2019/20

Maximum 5 points on this performance measure.

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 prepared and a copy was presented to the PAT. There was however no proof that the Abstract was discussed by the TPC</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 the LG Council under Minute No. COU 2019 (4) of meeting held on 29th. May, 2018 as exemplified below;</p> <ul style="list-style-type: none"> Agro-Vet laboratory on Page 36 of the AWP and Page 18 of the LG Approved Budget Estimates FY 2018/2019 Renovation of DHOs office block on Page 48 of AWP and Page 23 LG Approved Budget Estimates FY 2018/2019 Construction of 6 five stance VIP latrines on Page 50 AWP and Page 28 LG Approved Budget Estimates FY 2018/2019 Construction of Kabishya gravity flow scheme on Page 70 AWP and Page 38 LG Approved Budget Estimates FY 2018/2019 	2
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>Eleven projects were set out to be implemented and all were successful implemented to 100% completion</p> <p>The projects were;</p> <p>Education (six VIP latrines)</p> <p>Health (01 VIP Latrine)</p> <p>Water (2 Gravity Flow Scheme)</p> <p>Production (1 cattle market)</p> <p>Administration (one VIP latrine at Muhanga TC)</p>	4

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

Maximum 4 points on this Performance Measure.

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

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

Construction of a 5-stance VIP latrine at Hamunyinya and Buzooba Primary Schools at UGX 42,966,160 (budget and contract figure). On 4th April, 2019 the Contracts Register indicated that contractor M/s Daffmir Construction and General Agencies had received; 27,835,944 for IPC No 1 and UGX 4,432,176 for IPC No. 2 exclusive of 10% retention money.

The construction of 5-stance lined latrines at Rusooroza and Nyaruhare Primary Schools for a contract sum of UGX 43,973,250. Inspection report was dated 26th March, 2019 and the first payment claim for UGX 29,000,000 was made on 20th March, 2019. The Interim Payment Certificate was issued on 26th March, 2019 with valuation date of 21st March, 2019. Payment of UGX 24,528,068 was executed on 28th March, 2019.

The construction of 5-stance VIP lined latrine at Nyakihanga Primary School in Kamwezi. The contract sum was UGX 22,076,620. The Interim Payment Certificate was issued on 27th March, 2019 with a valuation date of 22nd March, 2019. Amount due on the certificate was UGX 16,643,083. Payment claim was dated 25th March, 2019. The necessary verification and approvals were made between 27th and 28th March, 2019.

The rehabilitation of Shooko Gravity Flow Scheme. The contract sum was UGX 19,680,948. The claim for retention funds of UGX 1,952,475 was submitted on 2nd January, 2019. The certificate of works for civil works was issued on 9th January, 2019 with a valuation date of 8th January, 2019. The approval for the payment was made on 17th January, 2019. The payment voucher was made on 17th January, 2019.

Construction of 2 – stance VIP latrine at Rubandaga Market in Kamwezi sub county for a contract sum of UGX 27,260,242. The claim for payment was made on 28th March, 2019 and forwarded through the relevant verification processes on 4th April, 2019. Payment Voucher was generated on 4th April, 2019 and the receipt was issued on 4th April, 2019

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

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

Maximum 4 points on this Performance Measure.
- Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2
- Rukiga DLG never presented O&M records for Assessment

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 Establishment for Rukiga District was communicated to MoPS for approval on 11th September, 2017 through minute Ref. No. ADM/01 the customized Structure.</p> <p>The MoPS through letter ARC135/306/01 dated 3rd October, 2017 communicated the approved and costed Staff Establishment Analysis for implementation at Rukiga DLG.</p> <p>The staff Establishment for implementation had ten Departments inclusive of that of Administration. These were; Finance, Planning, Works, Education, Community Based Services, Natural Resources, Production, Trade, Industry and Local Economic Development plus Health.</p> <p>The substantively filled Departments were;</p> <ul style="list-style-type: none"> • Community Based Services; filled by Mbaguta Dorothy Okello appointed on Probation on 18th June, 2018 as directed by DSC Min. No. 19/2018, • Education; filled by Mrs. Beyendera Vastina appointed on promotion from Principal Inspector of Schools appointed on 10th July, 2019 as directed by DSC Min. No. 19/2019, <p>The Departments with Officers in acting capacities following the assignment of duty by the CAO in accordance with the Standing Orders (E-C) 8 (b) were;</p> <ul style="list-style-type: none"> • Finance; filled by Musime Justusa Senior Treasurer as per the appointment on 18th June, 2018 as directed by DSC Min. No. 19/2019. He was assigned extra duties of caretaking the office of the CFO by the CAO on 2nd September, 2019 following the transfer of Natumanya Erasmus the Ag. CFO FY 2018/19 to Kabale DLG, <p>The files for the heads of Production, Works, Planning, Community Based Services, Natural Resources, Trade, Industry and Local Economic Development plus Health were not assessed. The DLG had just shifted from the old offices at Rwamucucu Sub county to the New Administration Block at Mparo and the Registry was not well organised at the time.</p>	0
6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>The reviewed files of HoDs both substantive and in acting capacities indicated appraisal by signed FY 2018/2019 performance reports for; DCDO on 28th May, 2019 and Ag. CFO on 3rd January, 2019.</p> <p>The other HoDs lacked proof of appraisal on their personal files.</p>	0

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>During the FY under review, there was external recruitment. The DLG had promotions and re-designation, regularisation of the serving staff. For example;</p> <p>On 8th April, 2019 , the CAO submitted to DSC Mrs. Beyendera Vastina a Principal Inspector of Schools to be promoted to District Education Officer.</p>	2
	<p>Maximum 4 points on this Performance Measure.</p>		<p>The DSC meeting held on 30th – 31st May, 2019 and 10th to 13th June, 2019 and 24th June, 2019 under DSC Min. No. 19/2019 (A) directed to promote Vastina to the position of DEO from Inspector of Schools.</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>The DSC in 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), the DSC in its held 30th – 31st May, 2019 and 10th to 13th June, 2019 confirmed AgabaLoice as Agricultural Officer and Ahumuza Emmanuel as Physical Planner under minute DSC Min. No. 11/2019.</p>	1
	<p>Maximum 4 points on this Performance Measure.</p>		<p>On 5th June, 2019, the CAO declared forty-three teachers on probation to be confirmed. All the Teachers were confirmed by the meeting of the DSC held on 30th to 31st May, 2019 and 10th to 13th June, 2019, the DSC resolved to confirm all in probationary staff in Service.</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>There was one case of indiscipline referred to the DSC for sanctioning. On 27th June,2019, the CAO referred Teacher Niwagaba Frankline to the DSC over abscondment of duties.</p> <p>By the Assessment time, hearing the case had not started</p>	1
	<p>Maximum 4 points on this Performance Measure.</p>			

8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<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 	The LG was using the IPPS and during the FY under review, the LG recruited by promotion staff accessed the salary Payroll within two months for example for example Mrs. Beyendera Vastina promoted to DEO from Principal Inspector on 10th July, 2019 received her first salary as DEO during the month of August, 2019 under IPPS No. 748019;	3
	Maximum 5 points on this Performance Measure.			
8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>During the Financial under review, nine retirees were handled and only two accessed the Payroll as at the APA time following the Decentralisation of Pension services.</p> <p>Twezirikye Lydia and Kaburahoona Jerurinah with effective dates of retirement; 22nd December, 2018 and 3rd August, 2018 respectively were handled after Decentralisation of pension handling and have accessed the pension payroll for September, 2019 under IPPS 437034 and 861474 respectively.</p>	0
	Maximum 5 points on this Performance Measure.			

Revenue Mobilization

9	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)	<ul style="list-style-type: none"> If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. If the increase is from 5% - 10 %: score 2. If the increase is less than 5 %: score 0. 	<p>Total of OSR for FY 2017/2018UGX 79,181,518 as per Audited Accounts for FY 2017/18 page 44</p> <p>Total of OSR for FY 2018/2019UGS 144,298,916</p> <p>Increased by UGX 65,117,408 as per Draft Final Accounts FY 2018/19 page 39</p> <p>65,117,408. X100</p> <p>79,181,518</p> <p>Percentage 82.3%</p> <p>The increase in OSR was due to payment of royalties to the DLG by people mining Marble from M/s Daffmir Construction and General Agencies Limited</p>	4
	Maximum 4 points on this Performance Measure.			

10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total Local Revenue Planned/Budgeted (Original not Revised Budget) for FY 2018/2019 UGX 204,000,000 .</p> <p>Total Local Revenue collected during FY 2018/2019 UGX 144,298,518 as per Draft Final Accounts FY 2018/2019 page 39</p> <p>144,298,518.</p> <p>204,000,000.</p> <p>Performance 70.7% which is more than +/-10% the level for scoring</p> <p>The creation of Mparo Town Council took a share of what was being collected by the HLG of Rukiga.</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 District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Local Revenue collections subjected to sharing with LLGs in FY 2018/2019 was UGX 97,625,699.</p> <p>Amount of local revenue remitted to LLGs in FY 2018/2019 was UGX 10,000,000.</p> <p>Status of compliance was only 10.24%</p> <p>This was below the 65% stipulated in the law and hence a zero score.</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 UGX 15, 827,400 as per Audited Accounts for FY 2017/18 page 44</p> <p>Local Revenue FY 2017/2018 was UGX 97,625,699 as per Draft Final Accounts FY 2018/19 page 39</p> <p>15,827,400 x100</p> <p>97,625,699</p> <p>Percentage 19.98%.</p>	2

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>Rukiga DLG did not have the position of the Senior Procurement Officer filled.</p> <p>The DLG had one Procurement Officer manning the PDU; Musimenta Milka was appointed on probation on 28th May, 2018 as directed by DSC Min. No. 19/2018 and confirmed in service on 10th July, 2019 as directed by DSC Min. No. 11/2019</p>	0
12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>The appointed Evaluation Committees for the procurements during FY 2018/2019 produced evaluation reports with technical and clear recommendations to the Contracts Committee for instance;</p> <p>The Reports of the Evaluation Committee were submitted to the Contracts Committee during FY 2018/2019 on the following dates;</p> <p>The Evaluation report for Procurement No. RUK620/Wrks/2018-2019/00006; Construction of a Piped Gravity Flow Scheme at Kabisha Parish, Kashambya Sub county was produced on 20th March, 2019 and submitted to the Contracts Committee on 30th January, 2019,</p> <p>The Evaluation report for the Procurement No. RUK620/Wrks/2018-2019/00001; Construction of LOT A 5-stance VIP lined Latrines at Hamunyinya and Buzooba Primary Schools in Rwamucucu Sub county, EC report was submitted to the Contracts Committee on 31st October, 2018.</p>	1

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

Maximum 4 points on this performance measure.

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

The Contracts Committee upheld the recommendations of the EC during the award of contracts during the FY 2018/19. There were no deviations from those recommendations, for examples;

In its report dated 30th January, 2019,

the EC recommended to the CC that M/s A thousand Marbles Ltd as the best evaluated bidder and therefore be awarded the Contract for the Construction of a Piped Gravity Flow Scheme at Kabisha Parish, Kashambya Sub county at UGX 148,656,951.

The CC on 2nd April, 2019 vide minute Min. 26/RDCC/02/04/2018-19 upheld the recommendations of the EC and awarded the Contract to M/s A thousand Marbles Ltd at UGX 148,656,951

In its report dated 31st October, 2018,

the EC recommended to the CC that M/s Daffmir Construction Limited as the best evaluated bidder and therefore be awarded the Contract for the Construction of LOT A 5-stance VIP lined Latrines at Hamunyinya and Buzooba Primary Schools in Rwamucucu Sub county UGX 42,966,160.

The CC on 7th November, 2018 through minute Min. 26/RDCC/07/11/2018-19 upheld the recommendations of the EC and awarded the Contract to M/s Daffmir Construction Limited at UGX 42,966,160.

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

Maximum 2 points on this performance measure.

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

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

On page 18 of the Approved Budget Estimates the project for Construction of Agro-Vet Laboratory at Rukiga District Headquarters at UGX 42M which was Procurement item appeared under the section of Production of the non-paged and non-item number Procurement and Disposal Plan for FY 2019/20,

On page 18 of the Approved Budget Estimates, the project for Construction of a fence around Rubandaga Cattle market at UGX 11,809,000 that was the Procurement item appeared under the section of Production of the non-paged and non-item number Procurement and Disposal Plan for FY 2019/20.

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

Construction of 5-stance VIP Lined Latrines in Six Primary Schools under the Education section of the non-paged and non-item number Procurement and Disposal Plan for FY 2019/20 at UGX 21,483,000 each and on page 30 of the AWP FY 2018/19

Construction of a 5-stance VIP Lined latrine at Mparo HC IV seen under the Health section of the Procurement and Disposal Plan of FY 2018/19 at UGX 25M and on page 24 of the AWP

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

By 30th August, 2019, the PDU had prepared 83% of the bid documents for all the Six infrastructure projects set out for implementation during the FY 2019/20. Some of the bids that were prepared included;

The bids for construction of Agre-vet Laboratory

Renovation of Mukyojo HC II

Extension of Kabisha Gravity Flow Scheme,

Construction of a 2-stance latrine at Ntaraga market

The bid for construction of a Cold Chain House preparation was on-going at the APA time; 4th November, 2019.

14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>A counter book was improvised as a Contracts Register FY 2018/2019 for Rukiga DLG was up to date and all captured all the FY 2018/19 investments. This was evidenced by the 10th June, 2019 payment of UGX 13,035,556 to M/s Kabale Joiners and Contractors Limited for the completion of the construction of a VIP latrine at Nyarubaare PS.</p>	2
	<p>Maximum 6 points on this performance measure.</p>		<p>The LG needs to get a better Contracts Register to be used starting FY 2020/21</p>	
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>All the procurements undertaken during the FY under review complied with Regulation 33(3) of the LGs (Public Procurement and Disposal of Public Assets) Regulations 2006 Thresholds for procurement of Works (1a and 1b), thresholds for procurement of supplies and services (2a and 2b), micro procurement (3) and community purchase (4).</p>	2
	<p>Maximum 6 points on this performance measure.</p>		<p>Rukiga DLG Contracts Committee used two procurement methods; Open Domestic and Restrictive/Selective bidding. The evidences were;</p>	
			<p>Construction of a Piped Gravity Flow Scheme at Kabisha Parish, Kashambya Sub County at UGX 148,656,951. The invitation for bids under open domestic bidding FY 2018/19; Bid Notice No. 01 was in the New Vision News Paper of Thursday January 31, 2019 on page 26.</p>	
			<p>All the other contracts were procured through Selective/Restricted bidding adopted on 7th November, 2018 vide Min. No. 03/RDCC/7/11/2018-19 (iii) for instance</p>	
			<p>The construction of a 5-stance VIP latrine at Hamunyinya and Buzooba PS had a bid notice sent out to six potential bidders who were clearly marked on the Prequalification List of contractors and suppliers approved by Council on 6th July, 2018 under minute CC04/2018/2019.</p>	
			<p>M/s Daffmir Construction and General Agencies Co. Ltd who was awarded the contract was Contractor No. 9 on the Prequalification List under the section of Works.</p>	
			<p>The construction of a 5-stance VIP latrine at Nyarubare and Rusoroza PS had a bid notice sent out to six potential bidders who were clearly marked on the Prequalification List of contractors and suppliers approved by Council on 6th July, 2018 under minute CC04/2018/2019.</p>	
			<p>M/s Kabale Joiners and Contractors Company Limited who was awarded the contract was Contractor No. 11 on the Prequalification List under the section of Works.</p>	
			<p>The construction of a 5-stance VIP latrine at Kakatunda</p>	

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

M/s Mporex Co. Ltd who was awarded the contract was Contractor No. 13 on the Prequalification List under the section of Works.

The construction of a 2-stance VIP latrine at Rubandaga Cattle market had a bid notice sent out to six potential bidders who were clearly marked on the Prequalification List of contractors and suppliers approved by Council on 6th July, 2018 under minute CC04/2018/2019.

M/s Habaasa Muhiire & Sons Co. Ltd who was awarded the contract was Contractor No. 22 on the Prequalification List under the section of Works.

The construction of a 5-stance VIP latrine at Mparo HC IV had a bid notice sent out to six potential bidders who were clearly marked on the Prequalification List of contractors and suppliers approved by Council on 6th July, 2018 under minute CC04/2018/2019.

M/s Athousand Marbles Limited who was awarded the contract was Contractor No. 17 on the Prequalification List under the section of Works.

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	<p>There was evidence that the LG certified and provided detailed project information on all investments as per the examples below;</p> <p style="padding-left: 40px;">Under Education Sector, payment was made to M/s Daffmir Construction and General Agencies Limited on contract for construction of 5-stance latrines at Buzooba PS and Hamunyinye PS., in Rwamucucu Sub County. The contract sum was UGX 42,966,160 (VAT inclusive). Interim Payment Certificate was issued on 19th February, 2019</p> <p style="padding-left: 40px;">Payment was made to Kabale Joiners and Contractors for a contract for the construction of 5-stance lined latrines at Rusooroza and Nyaruhare Primary Schools for a contract sum of UGX 43,973,250. Inspection report was dated 26th March, 2019 and the first payment claim for UGX 29,000,000 was made on 20th March, 2019. The Interim Payment Certificate was issued on 26th March, 2019 with valuation date of 21st March, 2019. The necessary verifications and approvals were submitted between 22nd and 26th March 2019. Payment voucher was drawn on 28th March, 2019. Payment of UGX 24,528,068 was executed on 28th March, 2019.</p> <p style="padding-left: 40px;">Payment was made to Mporex Co. Ltd., for contract for the construction of 5-stance VIP lined latrine at Nyakihanga Primary School in Kamwezi. The contract sum was UGX 22,076,620. The Interim Payment Certificate was issued on 27th March, 2019 with a valuation date of 22nd March, 2019. Amount due on the certificate was UGX 16,643,083. Payment claim was dated 25th March, 2019. The necessary verification and approvals were made between 27th and 28th March, 2019. Payment voucher was prepared on 28th March, 2019. The payment acknowledgement receipt was issued by contractor on 28th March, 2019.</p> <p style="padding-left: 40px;">Payment was made to M/s A Thousand Marbles Limited for contract for the construction of a 5-stance VIP latrine at Mparo HC IV., for a contract sum of UGX 19,599,725. The payment claim was made on 13th February, 2019. All the necessary verifications were obtained. The documents were forwarded for payment on 3rd April and the payment voucher was raised on 4th April, 2019 and payment was effected on 4th April, 2019.</p> <p style="padding-left: 40px;">Payment was made to M/s Cimats Investments Co. Ltd., for a contract for the supply of a printer and a laptop to DHO's office. The contract sum was UGX 3,850,000. The necessary goods received notes and request for payment were delivered on 21st February, 2019. The verifications and approvals were made between 21st and 25th February, 2019. The payment receipt was issued on 26th February, 2019.</p>
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15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There was clear labelling of works projects for instance;</p> <p>The project for the construction of a piped Gravity Flow Scheme at Kabisha was clearly labelled the information displayed which indicated among others the Contractor as M/s A Thousand Marbles Limited, funding source; DDEG and the overall cost was UGX 148,656,951</p>	2
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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>During the FY 2018/2019, the General Ledger reconciliation showed; General Cash Account No. Bank Name and branch and General Ledger position and the Bank statement closing balance/ (e.g. Balance for June 2019 was UGX 973,040,078.</p> <p>Bank reconciliation statements were prepared on monthly basis and duly authenticated by relevant authorities up to closure of FY 2018/2019 on 31st June, 2019 upon which Draft Accounts for FY 2017/2018 were accordingly prepared and submitted to the OAG on schedule</p> <p>Bank account held at DFCU – Main Branch Rukiga. The statement was promptly produced by 19th of each month.</p> <p>Under the computerised system, the General Ledger Reconciliation Summary was produced by the Council as at 31st October, 2019 with a balance of UGX 556,000</p>	4
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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 Council made payments through manual payment vouchers for settlement of contracts finalized under Education, Water and Health sectors. A review of the sampled payments indicated that all payments were made within 30 days. Some examples were as follows:</p>
	<p>Maximum 2 points on this performance measure</p>		<ul style="list-style-type: none"> • Under Education Sector, payment was made to Daffmir Construction and General Agencies Limited on contract for construction of 5-stance latrines at Buzooba Pr. Sch., and Hamunyinye Pr. Sch., in Rwamucucu Sub County. The contact sum was shs. 42,966,160 (VAT inclusive). Interim Payment Certificate was issued on 19th Feb., 2019. Inspection report was issued on 19th Feb., 2019. First payment claim was dated 19th Feb., 2019. Verification reports on work done were dated by various stakeholders between 19th and 27th Feb., 2019. effected on 28th Feb., 2019 • Under Health Sector, payment was made to A Thousand Marbles Limited for contract for the construction of a 5-stance VIP latrine at Mparo HC IV., for a contract sum of Shs 19,599,725. The payment claim was made on 13th Feb., 2019. All the necessary verifications were obtained. The documents were forwarded for payment on 3rd April and the payment voucher was raised on 4th Apr., 2019 and payment was effected on 4th Apr., 2019. <p>Payment under Water sector was made to M/s Habassa Muhiire and Sons Limited for a contract for construction of 2 – stance VIP latrine at Rubandaga Market in Kamwezi sub county for a contract sum of shs 27,260,242. The claim for payment was made on 28th Mar., 2019 and forwarded through the relevant verification processes on 4th Apr., 2019. Payment Voucher was generated on 4th Apr., 2019 and the receipt was issued on 4th Apr., 2019.</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>Principal Internal Auditor Mr. Nkuriye Seubogi Gabriel through appointment/Retention in service was as the District Internal Auditor (Scale U2) was on 11th November, 2005 by CAO having been authorized to appoint by DSC under Min no. 167/2005.</p>
	<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>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</p>	<p>The LG produced all the four Quarterly Internal Audit Reports for FY 2018/2019:</p> <p>1st Quarter on 1st November, 2018</p> <p>2nd Quarter on 28th January, 2019</p> <p>3rd Quarter on 25th April, 2019, and</p> <p>4th Quarter on 26th July, 2019</p>	2
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The LG responded to audit queries and provided information to Council and LG PAC, A case in point was review of the letter from DEO's office to Chairperson PAC dated 15th October, 2019 indicated the actions taken under Education sector regarding the internal audit issues raised. Information to Council & LG PAC on Internal Audit Queries raised during FY 2018/2019 indicated that 14 queries were raised, 10 were acted upon and dropped and four were still pending as at the time of the assessment.</p> <p>Quarterly Audit reports were produced according to the requirement. However, they were not forwarded on time to IAG and OAG</p>	2
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>• Evidence that 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>Action by the Accounting Officer, LG PAC on Internal Audit Queries raised during FY 2018/2019:</p> <p>Internal Audit Reports were submitted to CAO, LCV Chairman, OAG Mbarara, and LG PAC.</p> <p>Rukiga LG PAC had expired on 29th May, 2019 and one member had passed on.:</p> <p>The submission of internal audit reports was on the following dates;</p> <p>1st Quarter on 31st May, 2019</p> <p>2nd quarter on 31st May, 2019,</p> <p>3rd Quarter on 31st May, 2019, and</p> <p>4th Quarter on 8th August, 2019</p> <p>District Auditor reported that Q1 – Q3 were submitted late and on the same date due to lack of funds to carry out internal audit inspections</p>	1

19	<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>Accounting Manuals provide different format for each category of assets</p> <p>Both the Manual accounting system and Computerised system were in place for asset register for each department and by sub county. The register was detailed and updated regularly for land, furniture and fittings, machinery and equipment</p> <p>The Council was compliant with regulations regarding maintenance of the asset's registers.</p> <p>The Council made a print out of assets register indicating categories: Land, heavy equipment, other assets etc. and made it available to APA</p> <p>Although the Council was operating IFMS it had an up dated Assets Register with sections of Land, Heavy Machinery and Equipment as at the end of 1st Quarter FY 2019/20.</p>	4
20	<p>The LG has obtained an unqualified or qualified Audit opinion Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>The Auditor General's Opinion on the Financial statements of Rukiga DLG for the Financial Year ended 30th June, 2019 was Unqualified.</p>	4

Governance, oversight, transparency and accountability

The LG Council meets and discusses service delivery related issues

Maximum 2 points on this performance measure

• Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2

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

• Quarter 1: meeting held on 28th September, 2018 and under Minute No. COU/53/09/18 received and discussed recommendations from the Sectoral Committees of Health, Education and Community Based Services, Production, Marketing and Natural Resources, Finance Administration and Planning

• Quarter 2: meeting was held on 21st. December, 2018 and discussed under minute No. COU62/12/18(2); the recommendations from Sectoral committees of Finance, Planning and Administration, Health, Education and Community Based Services, Production, Marketing and Natural Resources.

• Quarter 3: meeting held on 14th. March, 2019 and under minute No. COU74/3/2019 there was laying of;

(i) Budgetary Estimates

(ii) Capacity Building Plan

(iii) Recruitment Plan

(iv) Revenue mobilisation Plan

• Quarter 4: meeting held on 29th May, 2019 under minute No. COU82/5/2019(4), there was discussion of the;

(i) Recommendations from the Sectoral Committees

(ii) Approval of Annual Work Plan

(iii) Revenue Enhancement Plan

(iv) Recruitment Plan, and

(v) Capacity Building Plan

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

Maximum 2 points on this Performance Measure

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

Rukiga DLG did not have a designated officer in place to handle complaints/grievances and to coordinate feedback from the communities.

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>At Rukiga there was neither a specified system for receiving, recording and investigating nor responding to grievances. The District that had just occupied the new office block had neither put up a suggestion box at the entrance of the District offices.</p>	0
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>The LG payroll for October, 2019 and Pensioner schedule clearly posted at the walls</p>	2
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>PDU had not publicized the Procurement Plan for FY 2019/20.</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 LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>A summary of Last FY PDU Assessment performance results was not posted on on the walls as one enters the New Office Block. The LG had not elected a PDU Notice Board.</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>Communication from the CAOs office dated 19th. June 2019 to all S/C Chiefs and Sub Accountants inviting them for a meeting to understand and appreciate the revenue assessment format and the Licensing Amendment Schedule Instrument 2017 from MoFPED.</p>	1
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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 feed-back on status of activity implementation: score 1. 	<p>There was no evidence that the District had conducted discussion with the public to provide the status of activity implementation.</p>	0
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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>Rukiga DLG had Mr. Kato Evas as the Senior Community Development Officer. He was appointed on probation on 1st July, 2000 as directed by DSC Min No69/2000(i) and was later promoted in service from CDO to Senior CDO on 28th May, 2019 as directed by DSC Min No 19/2018.</p> <p>There was no evidence to prove the existence of a Gender Focal Person at Rukiga DLG.</p> <p>The report dated 5th June, 2019 indicated that the Senior CDO presented highlights on the role of councillors, technical officers, and the community in promotion of gender and gender programmes in the local government.</p> <p>The absence of a GFP in Rukiga yet the scoring requires both the CDO and GFP denies them a score according to the Assessment procedure.</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>The Community Based service work plan for FY 2019/2020 contained activities like conducting sensitization meetings on gender mainstreaming, roles of men and women, women empowerment and training group in dynamics by CDOs in all the LLGs.</p> <p>The budget for gender activities as indicated on page 85 of the LG AWP for FY 2019/2020 was UGX 1,050,000</p> <p>The activities planned for the FY 2018/2019 include.</p> <p>Gender mainstreaming sensitization held in Rwamucucu Sub County at UGX 300,000.</p> <p>Gender trainings conducted to community people and teachers at UGX 600,000. • Conducted gender trainings in sub counties in LLGs at UGX 300,000.</p> <p>The budget for FY 2018/2019 was UGX 1,200,000.</p> <p>Actual expenditure is (300000+600,000+300,000) =1,200,000.</p> <p>$1200000/1200000*100=100\%$</p>	2
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>There was Evidence that Environmental screening was carried out for projects, activities and mitigation measures as indicated below;</p> <p>Construction of Rwamucucu Primary Seed School.</p> <ul style="list-style-type: none"> Screening form dated 25th July, 2019 and signed by Environmental Officer and DCDO. Monitoring report seen dated 8th August, 2019 signed by Environmental officer and DCDO. Construction is on-going. <p>Construction of piped gravity flow scheme at Kabisha parish.</p> <ul style="list-style-type: none"> Screening form seen dated 10th May, 2019 signed by the Environmental officer and DCDO. Monitoring reports seen dated 25th May, 2019. Construction was on-going. 	1

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>Procurement MoES/UgIFT/WRKS/2019-2019/00119 bid document for the Construction of Rwamucucu Seeds School indicated that BoQs item No.10 was for lightening protection at UGX 5,440,000.</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>There was possession of Land titles where the District implemented projects for example;</p> <p>383.188 hectares printed on 12th June, 2019 Block 174, plot 7 at Nyabunyungu, Kinyamozi, Rwanyakiju and kashansha.</p> <p>0.870 hectares printed on 12th June, 2019 Block 138 Plot 21 at Kitooma.</p> <p>2.8390 hectares printed on 11th April, 2019 Block 103 plot39 at Kabumbiro- Kashaki.</p> <p>0.3620 hectares printed on 11th April, 2019 Block 103 plot 42 at Kiyogore.</p> <p>7.7940 hectares printed on 11th April, 2019 Block (road) 103 plot 41 at Kabumbiro- Kashaki.</p> <p>7.1950 hectares printed on 11th April, 2019 Block 103 plot 43 at Kabumbiro.</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 completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>There was Evidence that the Environmental and Social Mitigation Certification form was signed by the Environmental officer and the District Community Development Officer. For the project of Construction of piped gravity flow scheme at Kabisha Parish the certificate was signed on 15th May, 2019</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 the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was Environmental and social clearance before payments were effected for instance advance payment for the Construction of piped gravity flow scheme at Kabisha Parish had a clearance prepared and endorsed by Byaruhanga John the Environmental officer and Dorothy Mbaguta the DCDO and the payment of UGX.29,731,391 was made on 15th May, 2019on 15th May, 2019</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 environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>Although the Environmental Officer and Community Development Officer were preparing quarterly and on spot monitoring reports with completed checklists and deviations with pictures, there were no monthly reports prepared by the Environmental officer and CDO the PAT saw the 2nd Quarter report dated 17th December, 2018</p>	0
	<p>Maximum 6 points on this performance measure</p>			

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>The LG Education Department had a Final approved work plan for FY 2019/20 with a wage bill of UGX 11,592,195,000 for 738 teachers in post (i.e. 51 substantive H/Teachers, 67 substantive Deputies and the rest being teachers) as per the Rukiga District Approved Budget Estimates for FY 2019/20, Vote: 620, Pages 24-33, dated 18th July, 2019.</p> <p>This was for 71 schools as per the staff list.</p> <p>$738/71 = 10.394$ teachers per school.</p>	4
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<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>The LG had 71 Government primary schools with teachers on ground (i.e. 51 substantive H/Teachers, 67 substantive Deputies and the rest being teachers) as per the staff list at the DEO's office.</p> <p>The following schools were sampled and visited for verification;</p> <p>Kashambya P/s in Kashambya Sub County with 11 a H/Teacher who wasn't substantively appointed and 11 teachers</p> <p>Kantare P/s in Kashambye Sub County with a substantive H/Teacher H/Teacher and 10 teachers.</p> <p>Rukiga P/S in Kashambya Sub County with a substantive H/Teacher and 10 teachers.</p> <p>Buzooba P/S in Rwamuchuchu Sub County with a substantive H/Teacher and 18 teachers.</p> <p>Mparo Mixed P/S in Mparo Town Council with a substantive H/Teacher and 10 teachers.</p>	0

2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision 	<p>The Local government structure required a ceiling of 768 teachers however 738 teachers were on ground because of the inadequate wage bill. The 738 consumed the entire wage bill of UGX 11,592,195,000.</p> <p>$738 / 738 * 100 = 100\%$ which constitutes 100% utilisation of wage.</p>	6
	<p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 		
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>The staff structure had a provision of three positions however they were not filled.</p> <p>However, the position of Principle Inspector of Schools fell vacant following the Promotion of Principal Inspector ByrenderaVastina to the position of DEO.</p>	0
	<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>The LG Education Department submitted a recruitment plan for FY 2019/20 to the CAO on 10th April, 2019, for 30 teachers(education assistants) and other vacancies below;</p> <ul style="list-style-type: none"> • 20 Head Teachers • 4 Deputy Head Teachers • 1 Principle Inspector of schools • 1 Education Officer in charge SNE 	2
	<p>Maximum 4 for this performance measure</p>			

4

2

The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.

Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of

The LG Education Department submitted a recruitment plan for FY 2019/20 to the CAO on 10th April, 2019, for 1 Principle Inspector of schools

- School Inspectors: score 2

Maximum 4 for this performance measure

Monitoring and Inspection

5

0

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

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

The LG had no Principal Inspector of Schools following the promotion of ByeyenderaVastina to the post of DEO.

Inspector of Schools Ndyabegyera Christopher was appraised on 5th August, 2019 by Vastina Byeyendera

- 100% school inspectors: score 3

Maximum 6 for this performance measure

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers <ul style="list-style-type: none"> o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>The sampled five files had evidences of appraisals by the Sub county chiefs. The review indicated that three out five Head teachers were appraised in the last calendar year;</p> <p>Gold Gregory the Head Teacher of RunoniPS was appraised on 15th January, 2019 by Kakaire Herbert the Sub County chief Kamwezi</p> <p>Byamugisha William the Head teacher Kitunga PS was appraised on 20th February, 2019 by Agaba Tito the Sub county chief Kashambya</p> <p>Abarigye Medius the Head teacher Rusoroza PS was appraised on 14thFebruary, 2019 by Eudia Matabazi the Muhanga Town Clerk.</p> <p>The non-appraised Head teachers were;</p> <p>AhimbisibweRaymong the Head teacher of MuhangaKitaburuza PS in Muhanga Town Council</p> <p>Rutaro Kenneth the Head teacher Bukoranyi PS in Bukinda Sub County</p>
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<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>There was evidence that the LG Education Department communicated guidelines, policies, circulars issued by the national level in the previous FY.</p> <p>From the DEO's office;</p> <p>MoES letter to CAOs on Phasing Out Public Partnership (PPP) schools, dated 7th March 2019, Ref. EPD/192/335/01.</p> <p>DEO letter to the CAO on Programme for sensitization of SMC and PTA Chairpersons of Primary Schools of Rukiga DLG, dated 27th February, 2019.</p> <p>MoES letter to all CAOs on Enrollment Data Used for Allocation of Capitation Grants in FY 2018/19, dated 4th September, 2018, Ref. EPD/192/335/01.</p> <p>MoES letter to the CAO on Celebration of the Global Hand Washing Day, 2018, dated 20th August, 2018.</p> <p>MoES circular to the Education Department on Guidelines on School Charges, dated 29th October, 2018, Ref. ADM/48/139/03.</p> <p>Circular from the MoES to all DEOs on Unlicensed/Unregistered schools (Re-issued) and Illegal Boarding Sections, dated 29th October, 2018, Ref ADM/48/139/03</p> <p>MoES circular to all Head Teachers on Enforcement of Kavera Ban in Education Institutions in Uganda, dated 4th October, 2018, Ref.</p>
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Circular No.16/2019 from MoES TO ALL CAOs on Information to District Education Officers, District Inspectors of Schools, CCTS and Head Teachers of All Government Primary Schools, dated June 19th, 2019, Ref. ADM/48/90/01

MoES letter to the CAO on Training of P3 and P4 Teachers in Early Grade Reading, dated 25th April,2019

Uganda Bureau of Statistics letter to the CAO on Data Collection for the Development of a Master list of Education Institutions in Uganda(MEIU) 2019, dated 15th March, 2019, Ref UBOS/40/10

MoES letter to the DEO on Invitation to The 2nd National Primary Teachers' Conference, dated 14th May, 2019

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

Letter from the DEO TO THE Director St Cleria Nursery Preparatory School Kitanga on Follow up on the Recommendations made by the inspector of schools in February 2019, dated 4th March 2019.

Letter from the CAO to all Heads of Department on Training on Gender and Equity Responsive Planning and Budgeting in Local Governments, dated 17th June,2019

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

Circular 1 2019 from the Office of the DEO to all Head Teachers on Beginning the New Calendar Year 2019, distributed on 7th February 2019. It was also mentioned that circulars on on-line registration of all teachers, Enforcements of kavera ban in all education institutions, Guidelines on school charges, Un-licensed unregistered schools and illegal boarding sections had been received from the MoES.

MoES to the Education Department on Teacher Management Information Systems (TMIS), dated 10th December, 2018, Ref. ADM/48/315/01.

A Letter from DEO to All Head Teachers on End of Year 2018 Circular, dated 27th November 2018

MoES circular to the CAO on Permission to Conduct Training of Teachers During Term 1 in Elimination of Violence Against Children in Schools, dated 30th January, 2019, Ref. ADM/48/118/01

UNEB news release on Late Registration Deadline for 2019 PLE, UCE and UACE Candidates, dated 18th June, 2019, Ref UNEB/24.

Circular from the DEO to All Head Teachers on Schools' and Other Institutions' Calender-2019, dated 19th November 2018.

MoES Letter to the District Education Officer and District Inspector of Schools (SNE) on Invitation to the Orientation meeting on Inclusive Education Training Project, dated 13th February, 2019.

Letter from CAO to all Head Teachers on October 2018 Child Days Plus, dated 28th September.2018. Here Health workers health workers were to sensitise schools on good hygiene and sanitation practices.

This was evident at the schools visited and they were;

Kashambya P/s in Kashambya Sub County with The Republic of Uganda MoLG Simplified Guidelines on Budgeting, Accounting and Reporting for Primary Schools

Guideline from MoES Budgeting and implementation Guidelines for Primary and Secondary Schools, dated May 2019.

Kantare P/s in Kashambye Sub County with

Guideline from MoES Budgeting and implementation Guidelines for Primary and Secondary Schools, dated May 2019.

The Republic of Uganda MoLG Simplified Guidelines on Budgeting, Accounting and Reporting for Primary Schools

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

Letter from UNATU on UNATU Agrees with Government to find Money for Teachers' salary Enhancement in FY 2019/20; in the Meantime, Suspends Industrial Action for one Term, dated 26th May, 2019

UNEB Circular to all Head Teachers on Guidelines for Registration of 2019 PLE Candidates, dated 11th March, 2019, Ref. PLE/CF/EA/10

Circular 1 2019 from the Office of the DEO to all Head Teachers on Beginning the New Calendar Year 2019, received on 7th February 2019. It was also mentioned that circulars on on-line registration of all teachers, Enforcements of kavera ban in all education institutions, Guidelines on school charges, Un-licensed unregistered schools and illegal boarding sections had been received from the MoES.

Document from the Rukiga DLD Office of the District Education Officer letter on 2018 Rukiga District PLE Results stamped by the District Inspector of Schools on 18th January 2019

Letter from UNEB to All Head Teachers on Release of PLE Results, dated 17th January, 2019, Ref. PLE/CF/UNEB/4

Circular from the DEO to All Head Teachers on Schools' and Other Institutions' Calender-2019, dated 19th November 2018

Circular letter No.2 of 2018 from MoES to all CAOs on Withdrawal of

Letters Assigning Higher Responsibilities/Caretaker Role to Head Teachers, Deputy Head Teachers of Secondary and Principals of BTVET and TIET Institutions, dated 19th December, 2018, Ref. ADM 48/315/01

MoES to the Education Department on Teacher Management Information Systems (TMIS), dated 10th December, 2018, Ref. ADM/48/315/01.

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

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

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

Letter from DEO to All Head Teachers on End of Year 2018 Circular, dated 27th November 2018

Rukiga P/S in Kashambya Sub County with Guideline from MoES Budgeting and implementation Guidelines for Primary and Secondary Schools, dated May 2019.

Circular from the DEO to All Head Teachers on Schools' and Other Institutions' Calender-2019, dated 19th November 2018

Buzooba P/S in Rwamuchuchu Sub County with UNEB circular to all Head Teachers on Guidelines for Registration of 2019 PLE Candidates, dated 11th March 2019

Document from the Rukiga DLD Office of the District Education Officer letter on 2018 Rukiga District PLE Results stamped by the District Inspector of Schools on 18th January 2019

Letter from UNATU on UNATU Agrees with Government to find Money for Teachers' salary Enhancement in FY 2019/20; in the Meantime, Suspends Industrial Action for one Term, dated 26th May, 2019

Guidelines for online teacher registration received on 18th February 2019

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

MoES to the Education Department on Teacher Management Information Systems (TMIS), dated 10th December, 2018, Ref. ADM/48/315/01.

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

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

Circular 1 2019 from the Office of the DEO to all Head Teachers on Beginning the New Calendar Year 2019, received on 7th February 2019. It was also mentioned that circulars on on-line registration of all teachers, Enforcements of kavera ban in all education institutions, Guidelines on school charges, Un-licensed unregistered schools and illegal boarding sections had been received from the MoES.

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

Letter from UNATU on UNATU Agrees with Government to find Money for Teachers' salary Enhancement in FY 2019/20; in the Meantime Suspends Industrial Action for one Term, dated 26th May, 2019

Letter from the LG Education Department to primary school head teachers on Kids' athletic programme received in July 2018

Circular from the DEO to All Head Teachers on Schools' and Other Institutions' Calender-2019, dated 19th November 2018

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 LG Education department held meetings with Primary School Head teachers and among others explained and sensitized on the guidelines, policies, circulars issued by the national level as seen below;

Sensitisation meeting of the Head Teachers, Deputy Head Teachers and Teachers held on 19th February, 2019 with Rukiga District Officials, under minute 04/2019 Where the DEO talked about the circulars that had been issued which included; no boarding operating in UPE schools, Guidelines on school charges, Kavera ban in schools, dated 6th March, 2019

Maximum 3 for this performance measure

7

12

The LG Education De- partment 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:

There was evidence that the schools were inspected as seen in the documents in the DEO's office and the sampled schools.

From MEO's office;

Term 1 inspection book volume 1 & 2 2019, Term 2 inspection book volume 111.

Maximum 12 for

1st & 2nd Quarter school inspection was done in Term 111, 2018,

this performance measure	<ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>and the report submitted to DES Kampala office on 23rd January, 2019.</p> <p>These two quarters are usually submitted together because according to the DEO, schools follow the term system so the MoES decided to combine these first two quarters.</p> <p>3rd Quarter school inspection was done in Term 1 2019, dated 17th January, 2019</p> <p>4th Quarter school inspection was done in Term 11 2019, dated 23rd May 2019</p> <p>There was evidence that schools were inspected as seen in the visitor's books and school monitoring and inspection books of the schools visited;</p> <ul style="list-style-type: none"> • Kashambya P/s in Kashambya Sub County inspected on 16th August, 2018, 25th July 2018(feedback report available), by Ms.Atuhairwe Charlotte • Kantare P/s in Kashambye Sub County inspected on 16th August, 2018, 26th July 2018 by Ms.Atuhairwe Charlotte, and on 13/11/2018 by Mr.Ndyabagera Christopher, and on 14th/June 2019 Mr.AinembabaziOnesmas together with Mr.MushabeColeb. • Rukiga P/S in Kashambya Sub County inspected on 18th July 2018, 1st August 2018, 16th August 2018, 11th October 2018, 7th November 2018, 9th November 2018, 10th February 2019, 12th June 2019 by Mr.BindebaKarwemera, on 17th September 2018 by Mr. Emmy B Ngabirano, on 2nd October 2018, 12th October 2018, 22nd November 2018, 23rd April 2019(feedback report available), 27th July 2018(feedback report available) by Ms.Atuhairwe Charlotte, on 24th October 2018, 22nd march 2019 by Mr.Tibasima Andrew, on 6th November 2018 by Mrs.VastinaBeyendera, on 12th march 2019 by Mr. Alexander Kampikaho, and on 5th/11/2018, 6th December 2018 by Mr.Ndyabagera Christopher. • Buzooba P/S in Rwamuchuchu Sub County inspected on 1st August 2018, 13th August 2018(feedback report available), 18th July 2018, 11th October 2018, 26th September 2018 by Mr.BindebaKarwemera, on 16th August 2018, 5th /November /2018, 4th December 2018 by Mr.Ndyabagera Christopher, on 2nd October 2018 by Ms Elizabeth Mutumba, on 11th February 2019 by Mr.MuhindoPukeraMwine, on 25th February 2019 by Mr.Rwanyarare William, on 24th August 2018, by Ms.Atuhairwe Charlotte, on 13th June 2019 by Mr.TukamushabaShiela, on 15th July 2018 by Mr. Rukundo Onesmas together with Mr.Rutatina Aggrey and MsAndiheliMacklean, and on 11th March 2019 by Mrs.VastinaBayendera, Mr.Rwanyarare William, Mr.Kampikaho Alexander and Mr.Tugumizemu Ronald. • Mparo Mixed P/S in Mparo Town Council inspected on 2nd august 2018, 16th&17th August 2018, 4th February 2019 23rd April 2019, 26th June 2019(feedback report available), 11th October 2018(feedback report available) by Mr.Ndyabagera Christopher, on 17th September 2018, 5th November 2018 by Mrs.VastinaBayendera, on 26th June 2019, 30th July 2018 by Ms.Atuhairwe Charlotte, 18th September 2018, 27th May 2019 by Mr.Bajunizi Herbert, on 25th September 2018 by Mr. Jimmy Kawanda, on 25th September 2018, 28th may 2019 by Mr.Amedi Bende, on 27th September 2018 by Mr.Twinomugisha Daniel, on
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22nd October 2018 by Mr.Mugarura Julius, on 5th November 2018 by Mr.Ssembiro Mike, on by 11th June 2019 by Mr.Ahumuza Gilbert, on 13th March 2019 by Mr.Ainembabazi Blender with Byomugisha Godfrey, Mr.KanyonyoziNovis and Mr.TumukundeSeith, and on 26th July 2018 by Mr.Tumwesigye Gideon with Mr.MuherezaGastone, Mr.Kampikaho Alexander and Mr.KanyunyuziNiris.

8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p>	<p>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</p>	<p>There was no evidence that school inspection reports were discussed and used to make recommendations offset 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>	<p>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</p>	<p>There was evidence that the Education Department submitted school inspection reports for Q 1& 2 and 3 to the DES MoES Kampala Office and an acknowledgement letter showing date of submission.</p> <p>From DEO's office;</p> <p>1st& 2nd Quarter school inspection was done in Term 111, 2018, and the report submitted to DES Kampala office on 23rd January, 2019</p> <p>These two quarters are usually submitted together because according to the MEO, schools follow the term system so the MoES decided to combine these first two quarters.</p> <p>3rdQuarter school inspection was done in Term 1 2019, dated 17th January, 2019 and submitted to DES Kampala office on 23rd July, 2019.</p> <p>4th Quarter school inspection was done in Term 11 2019, dated 23rd May 2019 and submitted to the DES Kampala office on 11th September,2019</p>	2
	<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>There was evidence that the inspection recommendations were followed-up as evidenced below;</p> <p>Letter from the DEO to the Director St Cleria Nursery Preparatory School Kitanga on Follow up on the Recommendations made by the inspector of schools in February 2019, dated 4th March 2019. The issued covered included need to buy more desks, need to construct five more classrooms, and need to work on the water source in order to have a constant water flow.</p>	4
	<p>Maximum 10 for this performance measure</p>		<p>Indicate dates of meetings held in this respect, evidence on action taken based on recommendations.</p> <p>Letter from CAO to Mr.Turyahikayo a teacher from Rurangira PS on Absenteeism, dated 19th December, 2018. A letter on this was written to the CAO by the DEO on submission of his name for deletion from the District Payroll, dated 13th December, 2018.</p>	
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>A list of schools which was consistent with EMIS report and PBS was available and it showed 71 schools as per the template for capturing Pupil Enrolment by Schools for FY 2019/20 for Rukiga District Local Government submitted to the office of the Commissioner Education Planning MoES on 24th September, 2019.</p>	5
	<p>Maximum 10 for this performance measure</p>			
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The LG submitted accurate/ consistent enrolment data for all schools which was consistent with EMIS report and PBS which was 25,568 pupils as per the template for capturing Pupil Enrolment by Schools for FY 2019/20 for Rukiga District Local Government submitted to the office of the Commissioner Education Planning MoES on 24th September, 2019.</p>	5
	<p>Maximum 10 for this performance measure</p>			

Governance, oversight, transparency and accountability

The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council

Maximum 4 for this performance measure

• Evidence that the 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

There was evidence that education sector committee met during FY 2018/19 and discussed issues among others related to service delivery such as;

One of the meeting was held on 25th September, 2018 and the issues discussed by the joint standing committee included under Min RDCC/53/09/2018(7) on the issue of pit latrines in schools, that they were all completed and were being used, schools were given iron sheets after the district executive committees visiting jointly with technical staff and all schools that benefited were given upon the engineers recommendations and for Nyakihanga and Ruhonwa that were visited, the district chairperson spearheaded a fundraising drive and funds were given to Nyakihanga that misused the funds but he was personally followed it and Ruhonwa and Rulangara that received few iron sheets plans were underway to add them more. Members were informed that there were no funds to carry out monitoring and members of District Executive Committee were just sacrificing. Study tours were banned during the current financial year due to limited funds.

Another meeting was held on 11th December 2018 as a joint standing committee under minute RDCC/70/12/2018(1) the committee discussed;

- missing teachers on the pay roll, presence of ghost teachers(an example being a teacher in Buzooba PS who has never worked but accessing payroll) in the pay roll and the DEO was tasked to explain this, and under 2018 under Min. RDCC/71/12/2018(1)

- Capital development projects 2018/19 that those who did not get iron sheets last year to get this year; iron sheets be looked for to cover the schools that were promised at least 300 iron sheets for the purpose members resoled to put this recommendation to council

- A disability teacher needed for special needs education and that other disability kids should be looked for to benefit fully. At Kitanga, they are accommodated and fed. The DEO noted that they co fund towards education; she requested a contribution from the District and contacting other sponsors; that students stick to 10,000 instead of 20,000 for sports activities; the Education Department needs a car since the one at hand was taken for repair and it is old and still in the garage; a special audit for schools of UPE that have Nursery Section since some head teachers combine Primary and Nursery to make their numbers high and get more funding yet Nursery is paid for by parents.

A meeting was also held on 4th April 2019 as a joint standing committee under minute CC 85/4/2019(1) where members were informed that 5 stance SFG latrines at Nyakihanga, Hamunyinya, Buzooba, Rushoroza and Nyabubare Primary Schools had been monitored on their progress and were running smoothly. Members were also informed that St Raphael Secondary School in Kashmbya was recommended for closure. It started as a primary school and the secondary school did not have its own premises-the school had nothing i.e no lab, no facilities like furniture, only three teachers at the school and yet the foundation body didn't support it. The primary school was the one that had complained and the leadership had to take action.

The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council

Maximum 4 for this performance measure

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

The following were recommendation made to council from discussion of meeting held on 25th September 2018 under Min RDCC/54/05/2018(5)

- The Education Department budget be revised to cater for the construction of 6 SFG pit latrines and the seed secondary school then the Departmental vehicle be purchased in F/Y 2019/20
- The VIP pit latrine that was allocated to Kyabuhangwa PS be substituted with Nyakihanga PS

This was discussed in the council meeting held on 28th September 2018 under minute COU 5/09/18(1) to which all recommendations were adopted and approved.

The following were recommendation made from discussion of meeting held on 11th December under minute RDCC/72/12/2018(1)

- That 300 iron sheets be procured to cover schools that did not previously benefit
- that a Special Needs Education teacher for Kitanga PS be recruited
- Education Department look at the issue of UPE schools that have private nursery yet they are using government resources like chalk and other sanitation facilities and harmonize their operations.

This was discussed in the council meeting held on 21st December 2018 under minute 62/ 12/18(2) b. to which all recommendations were adopted and approved.

The following were recommendation made from discussion of meeting held on 4th April 2019 under minute CC 90/4/2019;

- Education Department to support and guide individuals/entities that intend to start secondary schools. Procedures for starting private schools be followed.

This was discussed in the council meeting held on 29th May 2019 under minute COU 82/5/2019(4) to which all recommendations were adopted and approved.

Primary schools in a LG have functional SMCs

Maximum 5 for this performance measure

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

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

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

Rukiga DLG had 71 government primary schools and (5) were sampled as follows: Kashambya P/s, Kantare P/s, Rukiga P/S, Buzooba P/S and ,Mparo Mixed P/S

Kashambya P/s School Management Committee held a meeting on 20th May, 2019 under min 3/2019 where it was mentioned that the problem of under payment of UPE Capitation Grant was rectified. Under minute 4/2019 the committee was thanked for kitchen construction,2 toilets. However, he later requested for the construction of a kitchen at teacher's quarters house, shutting the house for construction, and he tasked the chairman PTA to explain

schools: score 0

why they no longer give 25kgs of posho to teachers. Under minute 5/2019 they resolved to resume on Omwirizi Rwabazeire of 2000 every Tuesday. Way forward was given under minute 8/2019 to construct a three classroom block for nursery section of 75 iron sheets each parent paying shs 13,000 for, iron sheets, doors, windows and roofing labor but building labor to be done by parents; construct a kitchen at the teachers place of residence; finish up the teachers house under construction by shifting it; repair the P.7 door; start giving teachers lunch

Kashambya P/s School Management Committee held a meeting on 19th December, 2018 under minute 26/2018 where it was mentioned that the under payment of UPE Grant was concerned and this was due to error capturing data where the school enrolment was given to another school hence that school taking their share, the school was given 110 pupils instead of 579.

Kashambya P/s School Management Committee held a meeting on 11th September, 2018 under minute 4/2018 where members were informed that the toilet for the nursery and infant classes had collapsed and therefore a need to build a temporary one. Need to sensitise parents so that they can construct the kitchen quickly so as to enable the construction of energy saving stoves be completed in time.

Kantare P/s School Management Committee held a meeting on 5th December, 2018 under minute 15/018 where the problem of defaulters was discussed e.g income for Term 1 was Shs 385,000 out of 864,000; Term 2 was 388,500 out of 972,000. Total income 993,500: Term 1 385,000, Term 11 388,500, playground 120,000- deficit=6,100. Expenditure was UPE Funds Term 1 1,520,000, Term 11 1,590,000, Term 111 1,050,000. All the money was used as per the guidelines and were already audited. UMFSNP Term 1- 4,119,500 expenditure was 1,977,700 and balance 2,141,800. The bank statement shows 2,600,000 on the account, total being 4,813,242.

Rukiga P/S School Management Committee held a meeting on 8th August, 2018 under minute 16/2018 where the way forward was increasing Shs 1000 on school dues for exams, putting a wooden curtain between P.5 and P.6, looking for another private teacher to replace a male one, hiring vacant land share at Kashari, selling materials from old demolished buildings near St Aloysious, renovating school blocks, and repairing the classroom destroyed by a tree

Rukiga P/S School Management Committee held a meeting on 20th November, 2018 under minute 26/2018 where the way forward was putting a wooden curtain between P5 and P6, shifting a water tap to the kitchen, including 2000 for foundation body fund in school dues, repairing a destroyed classroom, and completing painting of Mary's house and gates.

Buzooba P/S School Management Committee held a meeting on 6th June, 2019 under minute 2/2019 (i) where the Head Teacher informed members that the UPE Capitation Grant of 2,600,000 had been released by the government of Uganda and therefore needed approval because the budget had already been drafted by the school finance committee. under minute 2/2019 (ii) members were informed that the school had been given a pit latrine by Rukiga DLG. Under minute 6/19 the UPE budget was approved

Buzooba P/S School Management Committee held a meeting on 5th April, 2019 under minute 2/2019 (i) where the Head Teacher informed members that the UPE Capitation Grant had been released worth 2,6700,000 and that the budget had been made and needed approval by the finance committee. Under minute 6/2019 where the UPE budget was approved

Mparo Mixed P/S School Management Committee held a meeting on 4th April, 2019 under minute 5/2019 where the treasurer gave a report. the income was 4,162,500(receipts 2,430,000+ scraps 169,000+electricity compensation trees 1,563,500). The expenditure was 3,942,500 and actual balance 22,000.

Mparo Mixed P/S School Management Committee held a meeting on 19th September, 2019 under minute 16/2018 where the meeting resolved that each parent should contribute 16,000 for repair of the destroyed building.

12

The LG has publicised all schools receiving non- wage recurrent grants

Maximum 3 for this performance measure

Evidence that the LG has publicised all schools receiving non- wage recurrent grants e.g. through posting on public notice boards:
score 3

There was evidence that the LG publicized and displayed a list of all schools receiving non-wage recurrent grants during FY2019/20 as per the Education District Notice Board. Dated 1st August, 2019 and this money was to be spent on third term with effect from 16th September, 2019. The information was posted at the visited Schools on the walls as you enter the DEO office.

3

Procurement and contract management

<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>There was evidence that the LG Education Department submitted procurement inputs complete with all technical requirements to PDU that cover all items in the approved Sector annual work plan and budget for FY 2019/20,</p> <p>The submission to the procurement officer was on 20th August, 2019 which is beyond the set timelines. The items included; Payment of retention, Construction of secondary school, Office stationery, Fuel for school activities, Vehicle maintenance, Office furniture, Iron sheets, Vehicle procurement and Desks for schools</p>
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Financial management and reporting

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</p>	<p>The Council made payments through manual payment vouchers for settlement of contracts finalized under Education sector. A review of the sampled payments indicated that all payments were made within 30 days. Some examples were as follows:</p> <ul style="list-style-type: none"> • Payment was made to M/s Daffmir Construction and General Agencies Limited on contract for construction of 5-stance latrines at Buzooba P/s, and Hamunyinye P/s, in Rwamucucu Sub County. The contract sum was UGX 42,966,160 (VAT inclusive). Interim Payment Certificate was issued on 19th February, 2019. Inspection report was issued on 19th February, 2019. First payment claim was dated 19th Feb., 2019. Verification reports and recommendation by the DEO on work done were dated by various stakeholders between 19th and 27th February, 2019. The Payment was effected on 28th February, 2019. • Payment was made to M/s Kabale Joiners and Contractors for a contract for the construction of 5-stance lined latrines at Rusooroza and Nyaruhare Primary Schools for a contract sum of UGX 43,973,250. Inspection report was dated 26th March, 2019 and the first payment claim for UGX 29,000,000 was made on 20th March, 2019. The Interim Payment Certificate was issued on 26th March, 2019 with valuation date of 21st March, 2019. The necessary verification, approvals and recommendations by the DEO were submitted between 22nd and 26th March 2019. Payment voucher was drawn on 28th March, 2019. Payment of UGX 24,528,068 was executed on 28th March, 2019. • Payment was made to Mporex Co. Ltd., for contract for the construction of 5-stance VIP lined latrine at Nyakihanga Primary School in Kamwezi. The contract sum was UGX 22,076,620. The Interim Payment Certificate was issued on 27th March, 2019 with a valuation date of 22nd March, 2019. Amount due on the certificate was UGX 16,643,083. Payment claim was dated 25th March, 2019. The necessary verification and approvals were made between 27th and 28th March, 2019. Payment voucher was prepared on 28th March, 2019. The payment acknowledgement receipt was issued by contractor on 28th March, 2019. 	3
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</p>	<p>There was no evidence adduced before the PAT that the department submitted the annual performance report for the previous FY 2018/2019 (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation</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 o If sector has no audit query <p>score 4</p> <ul style="list-style-type: none"> 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>score 2</p> <ul style="list-style-type: none"> o If all queries are not responded to <p>score 0</p>	<p>Satisfactory action was taken on the three queries raised by the Internal Auditor during FY 2017/2018. Three (3) issues raised by the Internal Auditor during FY 2017/2018. They included purchase taken in charge, vote abstract books and ledgers had not been updated, there was unreported absenteeism.</p> <p>The Vote Controller had not checked and certified the cash books. Asset registers in some schools were incomplete and not updated. Review of communications files indicated that these audit queries had adequately been cleared. The DEO wrote to the CAO on 12th September, 2018 on purchases not taken on charge the letter was non referenced</p>
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Social and environmental safeguards

17

0

<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>There was no evidence that the Education Department promoted adherence to gender guidelines.</p> <p>Although we got some documentation on gender and hygiene at the DEO's office which included; Letter from the CAO to all Heads of Department on Training on Gender and Equity Responsive Planning and Budgeting in Local Governments, dated 17th June, 2019.</p> <p>MoES letter to the CAO on Celebration of the Global Hand Washing Day, 2018, dated 20th August, 2018.</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>There was evidence that the Education Department in collaboration with Gender Department issued and explained guidelines on how to manage sanitation for girls and PWDs as seen below;</p> <p>Office of the DEO CIRCULAR 11 2019, dated 30th May 2019 to all Head Teachers that was bringing attention on the fact that the department was in the process of identifying teachers who have studied Special Needs Education(SNE). Head Teachers were therefore requested to submit names of these teachers on their staff to DEO office not later than 10th June, 2019. Head Teachers were also asked to ensure good sanitation and hygiene.</p> <p>During the Head Teachers meeting held on 30th May 2019 the DEO also mentioned the need to collect data about the list of teachers who have done a course in Special Needs Education (SNE).</p> <p>MoES Letter to the District Education Officer and District Inspector of Schools (SNE) on Invitation to the Orientation meeting on Inclusive Education Training Project, dated 13th February, 2019.</p> <p>Letter from CAO to all Head Teachers on October 2018 Child Days Plus, dated 28th September.2018. Here Health workers health workers were to sensitise schools on good hygiene and sanitation practices.</p>	2
17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>There was evidence of existence and functionality of SMC at the schools sampled and visited. The SMC met the guidelines on gender composition as evidenced in the schools the PAT sampled below;</p> <ul style="list-style-type: none"> • Kashambya P/s in Kashambya Sub County with 13 of whom 3 were female • Kantare P/s in Kashambye Sub County with 12 of whom 5 were female • Rukiga P/S in Kashambya Sub County with 12 of whom 3 were female • Buzooba P/S in Rwamuchuchu Sub County with 12 of whom 5 were female • Mparo Mixed P/S in Mparo Town Council with 12 of whom 4 were female 	1

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): <p>score 1:</p>	<p>There was no evidence that the LG Education department in collaboration with Environment department had issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education</p>	0
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: <p>Score 1</p>	<p>There was no evidence to show that all school infrastructure projects were screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions.</p>	0
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: <p>Score 1</p>	<p>There was no evidence to show that the Environmental officer and DCDO produced Mitigation plan arising out of concerns of project screening. Further, more the two officers never visited the sites.</p>	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>PHC wage allocation for Rukiga District FY 2019/20 was: 2,467,439,000</p> <p>PHC wage requirement for health workers in post for FY 19/20 was 1,993,739,760</p> <p>%wage provision (posts filled for primary health care workers with a wage bill provision) = 80.8%</p> <p>The available wage was to cater for 339 health staff who were in post out of the approved number of 462.</p> <p>Therefore, the local government had filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY 2019/2020 to a tune of 80.8% with a wage bill surplus of 473,699,240</p> <p>The DHO submitted a recruitment plan for the department on 03rd November, 2019, by email to CAO. Key posts prioritized for recruitment included 2 Senior medical officer, 2 Clinical officers, 4 Theatre assistants among others.</p>	8
2	<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>The DHO submitted a Recruitment Plan for FY 2019/2020 to the CAO by email and copied in the HRO on 3rd November, 2019, seeking recruitment of 123 Health Workers.</p>	6

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

Maximum 8 points for this performance measure

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

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

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

Atambire Evidence a Clinical Officer and the in-charge Kamwesi HC IV was appraised by Medical Officer Besigye Deo on 5th July, 2019

Byarugaba Joseph a senior Clinical Officer and the in-charge of Mparo HC IV was appraised the Ag. DHO on 5th July, 2019

Nagasha Babrah a Clinical Officer and the in-charge Rukinda HC III did not have the appraisal evidence on file,

Bekusike Godfrey a Senior Clinical Officer and the in-charge Kyogo HC III did not have the appraisal evidence on file

Asiimwe Erick a Nursing Officer and the in-charge Kashambya HC III did not have the appraisal evidence on file

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

Maximum 4 points for this performance measure

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

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

Mworozi Clare enrolled midwife was appointed on probation on 10th July, 2015 ref DSC 1/54/01 and was transferred from Rwenyangye HCII to Mparo HC IV on 01st October, 2019. The PAT found her present at the time of APA

Kinconco Catherine enrolled midwife was appointed on probation on 10th July, 2015 ref DSC 1/54/01, no any other detail could be seen at her file but she was confirmed present during the APA at Bukinda HCIII just as the DHO's list indicated

Atwebembeire Venny nursing assistant appointment on transfer of service was done on 02nd February, 2007 ref CR 156/5, confirmation of appointment was on 16th December, 2011 ref DSC 28/60/01, no transfer or deployment information was seen on file but he was found present by APA at Kandago HCII as the DHO's list indicated

Happy Elgarida nursing assistant appointed on probation on 02nd February, 2007 ref CR 156/5, no any other details of confirmation, posting or transfer could be seen on the file but was confirmed present during the APA at Nyarurambi HCII just as the DHO's list indicated

Tukahirwa Justine enrolled nurse confirmed on appointment on 03rd January, 2012 ref DSC 28/60/01, no any other details of posting or transfer could be seen on the file but was confirmed present during the APA at Kitojo HCII just as the DHO's list indicated

Monitoring and Supervision

5

3

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

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

The District received the following documents from Ministry of Health in FY 2018/2019.

The signed distribution lists of the following documents, among others, were seen at DHO's Office:

Sector grant and budget guideline 2017/2018

National policy on public-private partnership in health

Introduction of Rotavirus vaccine into routine immunization training field guide

Maximum 6 for this performance measure

At the sampled Health Facilities, a range of materials were seen.

Consolidated guidelines for prevention and treatment of HIV in Uganda 2018

National antiretroviral treatment and care guidelines for adult and children second edition July 2008

Practical guidelines for dispensing at higher level health facilities 2015

Approaches to health care waste management health workers guide second edition 2013

A guide for patients, family members and community caregivers (caregiver booklet)

The Uganda Clinical Guidelines 2016 was consistently found but date of receipt could not be traced.

5

3

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

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

On 20th December,2018 a meeting with in-charges was held to explain the guidelines, policies and circulars to them.

Among the guidelines discussed were;

Sector grant and budget guideline 2017/2018

National policy on public-private partnership in health

Maximum 6 for this performance measure

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

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

Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3

DHT Support Supervision reports were seen for every Quarter in FY 2018/2019 as follows;

Q1 Report

Report dated 03rd October, 2018

Maximum 6 points for this performance measure

Q2 Report

02nd January, 2019

Q3 Report

04th April, 2019

Q4 Report

30th June, 2019

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

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

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

Maximum 6 points for this performance measure

- If 100% supervised: score 3

Rukiga South health facilities

- 80 - 99% of the health facilities: score 2

Q1 Report 30th September, 2018

- 60% - 79% of the health facilities: score 1

Health facilities visited were; Kibanda HC II, Rwenyangye HC II, Kandago HC II, Muhanga HC II, Kakatunda HC III, Kyago HC III, Karorwa HC II, Nyakihanga HC II, Kyerero HC II, Kashekye HC II and Bukinda HC III

- Less than 60% of the health facilities: score 0

Q2 Reports

30th December, 2018

Health facilities visited were; Kibanda HC II, Rwenyangye HC II, Kandago HC II, Muhanga HC II, Kakatunda HC III, Kyago HC III, Karorwa HC II, Nyakihanga HC II, Kyerero HC II, Kashekye HC II and Bukinda HC III

Q3 Report

30th March, 2019

Health facilities visited were; Rwenyangye HC II, Kandago HC II, Kakatunda HC III, Kyago HC III, Nyakihanga HC II, Kyerero HC II and Karorwa HC II

Q4 Report

28th June, 2019

Health facilities visited were; Kakatunda HC III, Kyago HC III, Bukinda HC III, Nyakihanga HC II and Kashekye HC II

Rukiga North health facilities

Q1 Report

08th October, 2018

Health facilities visited were; Nyarurambi HC II, Kashmbya HC III, Kitunga HC II, Rwengero HC III, Ibugwe HC II, Kitojo HC II and Kitanga HC II

Q2 Reports

03rd January, 2019

Health facilities visited were; Nyakarambi HC II, Kashmbya HC III, Kitunga HC II, Rwengero HC III and Ibugwe HC II

Q3 Report

03rd January, 2019

Health facilities visited were; Mparo HC IV, Bucundura HC II, Nyakarambi HC II, Kihanga HC II, Kitanaga HC II, Kitojo HC II and Kitanga HC III

Q4 Report

10th July, 2019

Health facilities visited were; Mparo HC IV, Bucundura HC II, Nyakarambi HC II, Kihanga HC II, Kitanaga HC II, Kitojo HC II and Kitanga HC III

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>The reviewed minutes indicated that the DHT during the FY 2018/19 met and discussed only one quarterly report of quarter two on 20th December, 2018</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>No evidence was provided to the effect that recommendations from supervision and monitoring are 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"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>The HMIS reporting details for 2018/2019 for all PHC centres receiving PHC funds were obtained from the database at Ministry of Health. MOH receives the HMIS records from each Health Facility in the country electronically, every month.</p> <p>The HMIS Reports for the 4 quarters of FY 2018/2019 showed that the List of Health Units provided by the DHO's Office tally with those from the HMIS and PBS Reports at the Ministry of Health. For example DHO's list had 29 health facilities receiving PHC funds and the same number was reflected on HMIS and PBS. The reports are sent to MOH electronically. All Health Facilities in Rukiga District reported on time in 2018/2019 .</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>The Education, Health and Community Based Services standing committee discussed the sector service delivery issues. The committee during the previous FY held meetings to discharge its duties as indicated below;</p> <ul style="list-style-type: none"> On 25th September, 2018, through minute No. RDVV/72/12/2018 (i) the committee resolved and forwarded to the District Council the need to recruit a Special Needs teacher for Kitanga Primary School, On 11th December, 2018 through minute No. RDCC/71/12/2018 (i) the committee discussed the first quarter progress report, On 4th April, 2019 under minute RDCC88/4/2019 (i), the committee discussed the FY 2019/10 Budget estimates. 	2
	<p>Maximum 4 for this performance measure</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>There was evidence that the health sector committee has presented issues that require approval to Council. For example;</p> <ul style="list-style-type: none"> On 28th September, 2018 through minute No. COU56/09/18 (i), the Full Council approved the upgrading of Kamwezi-Kishakye HC II to III On 21st December, 2018, the Full Council through minute No. COU62/12/18 (2) (b) approved the recruitment of a Special Needs Teacher for Kitanga PS On 14th April, 2019, the Council through minute No. COU 74/3/2019 (3) had the Laying of Budget for FY 2019/20 On 29th May, 2019 through minute No. COU 85/5/2019 (4) approved the Budget Estimates for FY 2019/20 	2
	<p>Maximum 4 for this performance measure</p>			

10	The Health Unit Management Committees and Hospital Board are operational/functioning	Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):	<p>From the sampled Health facilities, there was proof of existence of the HUMCs that are functional for instance they held meetings as follows;</p> <p>HUMC of Mparo HCIV held meetings as follows;</p> <p>Q1 – 19th September, 2018</p> <p>Q2 - 18th January, 2019</p> <p>Q3 – 10th May, 2019</p> <p>Q4 – 19th July, 2019</p> <p>In Kandago HCIII meetings were held as follows;</p> <p>Q1 – 13th July, 2018</p> <p>Q2 – 24th December, 2018</p> <p>Q3 – 11th January, 2019</p> <p>Q4 – 09th June, 2019</p> <p>In Kitojo HCII HUMC sat as follows;</p> <p>Q1 – 29th July, 2018</p> <p>Q2 – 10th December, 2018</p> <p>Q3 – 09th March, 2019</p> <p>Q4 – 20th June, 2019</p>	6
	Maximum 6 points	<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 		
11	The LG has publicised all health facilities receiving PHC non-wage recurrent grants	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>The list of Health Facilities receiving the PHC none-recurrent grants was displayed at the DHO's Notice Board and also at individual Health Facilities the Budgets and receipts of Quarterly funds for 2018/2019 were displayed.</p> <p>For example Kamwezi HC IV got PHC allocations as follows;</p> <p>Q1 got Ugshs 15,304,000</p> <p>Q2 got Ugshs 3,826,000</p> <p>Q3 got Ugshs 1,826,000</p> <p>Q4 got Ugshs 1,826,000</p>	4
	Maximum 4 for this performance measure			

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>	<ul style="list-style-type: none"> • Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>The Health department submitted its procurement plan input to PDU on 30th July, 2019</p>	0
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Maximum 4 for this performance measure

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>	<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>Only one submission was made on time as seen below;</p> <ol style="list-style-type: none"> 1. Repair of motor vehicle no.UG 1836M was submitted on 19th August, 2019 2. Renovation of cold chain building at DHO's office was submitted on 22nd October, 2019 3. Procurement of windows and doors of OPD building at Mukyogo HC II was submitted on 22nd October, 2019 	0
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Maximum 4 for this performance measure

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

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

The Council made payments through manual payment vouchers for settlement of contracts finalized under Health sector. A review of the sampled payments indicated that all payments were made within 30 days. Some examples were as follows:

4

Maximum 4 for this performance measure

- Payment was made to M/s A Thousand Marbles Limited for contract for the construction of a 5-stance VIP latrine at Mparo HC IV., for a contract sum of UGX 19,599,725. The payment claim was made on 13th February, 2019. All the necessary verifications were obtained. The documents were forwarded for payment on 3rd April and the payment voucher was raised on 4th April, 2019 and payment was effected on 4th April, 2019.
- Payment was made to M/s Cimats Investments Co. Ltd., for a contract for the supply of a printer and a laptop to DHO's office. The contract sum was UGX 3,850,000. The necessary goods received notes and request for payment were delivered on 21st February, 2019. The verifications and approvals were made between 21st and 25th February, 2019. The payment receipt was issued on 26th February, 2019.

Financial management and reporting

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

• Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4

The department submitted the annual performance report for the previous FY 2018/2019 on 10th July, 2019

Submission of quarterly reports to Planner during FY 2018/2019;

4

Maximum 4 for this performance measure

Quarter	Date of submission
1	11th. Aug, 2018
2	14th. Oct, 2018
3	23rd Feb, 2019
4	10th.July, 2019

15	LG Health department has acted on Internal Audit recommendation (if any)	Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year	Satisfactory management action was taken on the five queries raised by the Internal Auditor during FY 2017/2018;	2
	Maximum 4 for this performance measure	<ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>Total number and nature of queries raised</p> <p>Total number and nature of queries cleared</p> <p>5 0</p> <p>Total number and nature of queries pending</p> <p>5</p> <p>Four (4) issues raised by the Internal Auditor during FY 2017/2018. They included purchase taken in charge. The vote abstract books and ledgers had not been updated. There was unreported absenteeism. The Vote Controller had not checked and certified the cash books. Asset registers in some schools were incomplete and not updated. There was a payment contract without measurement sheets amounting to UGX 15,396,852. Review of responses indicated that these audit queries had adequately been cleared.</p>	

Social and environmental safeguards

16	Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>Health Unit Management Committee (HUMC) were meeting the gender composition as per guidelines in most of the sampled health facilities;</p> <p>Mparo HCIV women were three out of eight members</p> <p>Kitojo HCII women were four out of six members</p> <p>Kandago HCIII the woman was one out of five members which did not meet the 30% required minimum level.</p>	0
	Maximum 4 points			
16	Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>A letter to all health unit in-charge, health inspectors, health assistants and all health workers of Rukiga DLG dated 19thOctober, 2019 was seen addressing the twenty points note on sanitation and hygiene signed by Ahabwe Davis acting DHO was seen e. g it was found at the public notice board of Mparo HC IV by APA team</p> <p>Gender separation of toilets was observed at the sampled Health Facilities.</p> <p>Hand Washing Wall Charts were seen at the visited health facilities</p> <p>Noted at the visited HCs was Charts showing segregation of medical waste and waste bins in different colors were issued out and every Health facility</p>	2
	Maximum 4 points			

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: <p>Score 2</p>	<p>The infrastructure project undertaken was screened for example Construction of a five stance VIP latrine at Mparo HC IV was screened on 18th January, 2019</p>	2
	<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 check whether the mitigation plans are complied with: <p>Score 2</p>	<p>No evidence was adduced before the PAT to prove site visiting by the Environmental Officer and Community Development Officer.</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: <p>score 4.</p>	<p>A letter dated 02nd January, 2018 addressed to health unit in-charges about health care for medical waste management guideline, that was found at the public notice board of Mparo HCIV by APA team</p>	4
	<p>Maximum 4 points</p>		<p>Charts showing segregation of medical waste and waste bins in different colors were issued out at every Health facility. It was evidenced at the visited facilities of; Mparo HCIV, Kandago HCIII, Kitojo HC II</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: 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>From the review of the Annual Work Plan 2019/2020 approved by the MoWE on 15th July 2019 and also MIS data from Ministry of Water and Environment, the safe water coverage average for Rukiga District was 95%.</p> <p>Rukiga District had 5 Sub counties and 2 town councils whose safe water coverage of 95%, These sub counties were; Bukinda S/C 95%, Kamwezi S/C 95%, Kashambya S/C 95% and Rwamucyucyu S/C 95%. The town councils were Mparo T/C 95% and Muhanga T/C 95%.</p> <p>The AWP 2019/2020 of UGX 131,531,616, revealed that a 2-stance VIP latrine Ntaraga market in Kashambya S/C, Extension of Kabisha GFS in Kashambya S/C and Repair of Karorwa GFS in Bukinda S/C were planned.</p> <p>Therefore, allocation to any sub county would be sufficient enough to score 100%.</p>	10

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

Maximum 15 points for this performance measure

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

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

Score 15

- o If 80-99%: Score 10
- o If 60-79: Score 5
- o If below 60 %: Score 0

The review of the AWP and Budget for FY 2018/19 submitted by the District Water Department and MIS reports from MoWE revealed that Kamwezi S/C and Kashambya S/C were below safe water coverage district average level with 76% and 78% respectively.

Piped water GFS was planned in Kashambya S/C and no water project was planned in kamwezi S/C. The project planned in Kashambya S/C was captured in the reviewed Annual progress, reports submitted to MoWE as seen below;

- Quarter 1 Report (approved on 15th October, 2018),
- Quarter 2 Report (approved on 14th January, 2019),
- Quarter 3 Report (approved on 10th April, 2019), and
- Quarter 4 Report (approved 15th July, 2019)

The site visits made to the project confirmed that the project in the planned in Kashambaya sub county was implemented.

During the field visit by Assessment team, the GFS Kabisha (KashambyaS/C) was confirmed to be in place and satisfactorily functional.

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 reviewed Annual Progress Reports (Quarter 1, 2, 3 & 4) showed that the District Water Department implemented two WSS projects and the filed inspection reports clearly indicated that all the water projects were regularly supervised and monitored.</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>Data from MIS reports at the Ministry of Water and Environment indicated that;</p> <ul style="list-style-type: none"> • One hundred eighty-eight functional springs, • 2 shallow wells • Forty-two deep borehole, • Forty-eight Rain Water Harvesting Tanks, • Four hundred forty-eight tap stands/Kiosks. <p>Monitoring and supervision reports assessed showed that a total of four monitoring and supervision visits were conducted during the FY 2018/19.</p> <p>Form 4 (Source functioning, management and gender) and Form 1 (Data Collection Form for Point Water Sources) too revealed that all the WSS facilities were monitored.</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"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 	<p>The review of AWP 2018/19, indicated that only two WSS were submitted to Ministry of Water and Environment. However, the MIS data from MoWE showed that five WSS projects.</p> <p>Hence the data was not consistent.</p>	0
	<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>The DWO did not avail the Performance contract to the PAT to verify the list of water facilities and AWP 2019/2020 and MIS report from MWE were not consistent.</p> <p>The water facilities listed in the MIS report from MoWE were; one Gravity Flow Schemes, one RWHT, three rehabilitation projects. This was not consistent with the list in the AWP which indicate only one GFS.</p>	0
	<p>Maximum 10 for this performance measure</p>			

Procurement and contract management

5

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

Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4

The sector submitted inputs for the district procurement plan to PDU that cover all investment items in the approved Sector Annual Work Plan and budget on 18th July 2019 which was passed the stipulated deadline of 30th April.

0

Maximum 4 for this performance measure

6

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 CAO appointed District Engineer Mr. Kiganda James as Contracts Manager on 02nd April, 2019 for the project of Construction of piped GFS at Kabisha in Kashambya S/c, redesign of Shooko GFS in Rwamucucu S/C and protected springs in Nyakitwire cell Muhanga central Ward.

0

Maximum 8 points for this performance measure

The PAT, was not availed with any Contract Management Plans. However, site inspection and monitoring reports revealed site visits were conducted as recorded in the monitoring and inspection reports.

For instance;

• Inspection report for 2 stance VIP latrine at Rubandaga cattle market in Kamwezi S/C dated 11th June 2019.

• Water source inspection & monitoring report dated 30th June, 2019 for Kashambya and Rwamucucu S/c to ascertain functionality of water sources and the progress of works for Kabisha GFS.

6	The district has appointed Contract Manager and has effectively managed the WSS contracts	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	The assessment team reviewed contract documents and drawings for Water and Sanitation facilities implemented FY 2018/19.	2
	Maximum 8 points for this performance measure		<p>These projects were;</p> <ul style="list-style-type: none"> Construction of Piped GFS at Kabisha parish Kashambya S/C (Contract No: RUK620/WRKS/2028-19/00006) Construction of 2 stance VIP Latrine at Rubandaga cattle market in Kamwezi S/c (Contract No: RUK620/WRKS/2018-19/00004) <p>The Assessment team inspected the above projects and the construction of the facilities were in conformity with the designs and were found functioning.</p>	
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 	The Contractors had not yet handed over all completed WSS facilities as explained by DWO that the projects were still under defects liability period.	0
	Maximum 8 points for this performance measure		<p>Therefore, no hand over reports were on file for review.</p> <p>The assessment team advised the DWO to always have substantial handover as the defects liability period goes on.</p>	
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 	From the sampled projects payments files for projects implemented during FY 2018/19, there was proof of Interim Certification by the District Water Officer before effecting the payment as showed below;	2
	Maximum 8 points for this performance measure		<ul style="list-style-type: none"> Under Procurement Reference No. RUK620/WRKS/2028-19/00006 for the Construction of piped GFS in KashambyaSub-County, Request for payment request worth UGX 79,845,015 was submitted by Contractor M/S A thousand Marble Ltd on 13th June, 2019, District Engineer certified on 17th June, 2019. Procurement Reference No. RUK620/WRKS/2018-19/00004; the Construction of 2-stance VIP Latrine at Rubandaga cattle Market in Kamwezi Sub-county,the claim for payment worth UGX 10,577,964from M/s HabaasaMughire& Sons Ltd on 28th March, 2019 and certified by District Engineer on 04thApril, 2019. 	

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

Maximum 3 for this performance measure

The Council made payments through manual payment vouchers for settlement of contracts finalized under Health sector. A review of the sampled payments indicated that all payments were made within 30 days. Some examples were as follows:

- Payment was made to M/s Habassa Muhiire and Sons Limited for a contract for construction of 2 – stance VIP latrine at Rubandaga Market in Kamwezi sub county for a contract sum of UGX 27,260,242.

The claim for payment was made on 28th March, 2019 and forwarded through the relevant verification processes on 4th April, 2019. Payment Voucher was generated on 4th April, 2019 and the receipt was issued on 4th Apr., 2019 .

- Payment was made to A Thousand Marbles Limited for the contract for construction of piped gravity flow scheme at Kabisha parish in Kashambya Sub County. The contract sum was UGX. 148,656,951. A request for an advance payment of UGX.29,731,391 was submitted on 15th May, 2019. The approval from CAO was obtained on 15th May, 2019 and the Payment voucher was prepared on 15th May, 2019.

- Payment was made to M/s Zeph Construction Co. Limited for contract for the rehabilitation of Shooko Gravity Flow Scheme. The contract sum was UGX 19,680,948. The claim for retention funds of UGX 1,952,475 was submitted on 2nd January, 2019. The certificate of works for civil works was issued on 9th January, 2019 with a valuation date of 8th January, 2019. The approval for the payment was made on 17th January, 2019. The payment voucher was made on 17th January, 2019.

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

Maximum 5 for this performance measure

The department submitted the annual performance report for the previous FY 2018/2019 on 10th July, 2019.

Quarter 1 submitted on 15th Oct, 2018; Ref No: 15/10/18

Quarter 2 submitted on 14th Jan, 2019; Ref No: 14/01/19

Quarter 3 submitted on 10th Apr, 2019; Ref No:10/04/19

Quarter 4 submitted on 10th July, 2019; Ref No:10/07/19

9	<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>All the four internal audits never raised management queries on the performance of the water sector during FY 2018/19.</p>	5
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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>Minutes of committee meeting held on 14th December, 2018 under (E) Works, Min RDCC/79/12/2018(2) under presentations, Chair requested to know if all springs were monitored in Kashambya and that if the springs/projects were not functional the contractor had to work on them.</p> <p>Also, during the committee meeting held on 3rd April, 2019, under Min CC95/4/2019(2) Remarks from secretaries, Secretary for Works presented on Kabisha GFS that assessments had been done and the pipes and taps were being installed.</p>	3
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10	<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>The District standing committee for Finance, planning, Administration, production & Marketing, Natural resources and Works which was responsible for water met and discussed LG PAC reports and submissions from the District Water and Sanitation coordination Committee.</p> <p>For instance;</p> <ul style="list-style-type: none"> • 3rd council meeting held on 14th March, 2019, Min COU74/3/2019(3), Laying of motions before council, secretary for finance presented budget estimates and work plan for FY 2019/2020. • 4th Council sitting held on 29th May, 2019, Min No; COU82/5/2019(4), under Motions A to approve budget estimates for financial year 2019/2020. The council unanimously received the budget estimates and approved the budget estimates as a working document for FY 2019/2020. 	3
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11	<p>The district Water department has shared information widely to the public to enhance transparency</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>When assessment team visited the Notice boards, Water development Grant releases for FY 2018/19 were displayed on the District Notice board</p> <p>Advocacy meeting was held on 20th September, 2018 in the District Council Hall and the following was discussed;</p> <ul style="list-style-type: none"> District water and sanitation achievements in the previous financial year 2017/18. Work plan and budget of FY 2018/19. Also, on agenda was dissemination of government policies, strategies and guidelines. 	2
	<p>Maximum 6 points for this performance measure</p>			
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>The Assessment Team visited the two WSS projects;</p> <ul style="list-style-type: none"> Piped GFS at KabishaKashambya S/C 2 stance VIP Latrine at Rubandaga cattle market in Kamwezi S/C. <p>Only the VIP latrine was clearly labelled while the Kabisha GFS had not been labeled at all.</p>	0
	<p>Maximum 6 points for this performance measure</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>The information on tenders and contract awards was not available on the Notice Board at the time of assessment and there was no correspondence file for the posted and removed copies.</p>	0
	<p>Maximum 6 points for this performance measure</p>			

12	Participation of communities in WSS programmes Maximum 3 points for this performance measure	<ul style="list-style-type: none"> If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>There was evidence that communities apply for water/public sanitation facilities as per the sector critical requirements example;</p> <ul style="list-style-type: none"> Application for repair of GFS dated 20th November, 2018 from Kitunga parish Application for GFS dated 2nd December, 2018 by Kantare Primary School Application for dated 5th December, 2018 for water by Kagunga Village Kashambya S/C 	1
12	Participation of communities in WSS programmes Maximum 3 points for this performance measure	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>There was evidence that the Water and Sanitation Committees were functional as evidenced by the proper maintenance of the facilities.</p> <p>The visited facilities were well fenced and protected.</p>	2

Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management Maximum 4 points for this performance measure	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>There was evidence that environmental screening for WSS projects was carried out as evidenced by screening reports on file.</p> <p>These included;</p> <ul style="list-style-type: none"> Construction of Kabisha Gravity flow scheme at Kabisha in Kashambya S/C date 22nd November, 2018 Construction of 2 stance VIP latrine at Rubandaga cattle market in Kamwezi S/C dated 18th November, 2018. 	2
13	The LG Water department has devised strategies for environmental conservation and management Maximum 4 points for this performance measure	<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>All completed project had not yet been handed over by the time of assessment hence no Environmental and Social Mitigation Certificate had been issued</p>	0

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>From the review of the Construction and supervision contracts, it was revealed that the environmental protection was not provided for in the contract documents</p>	0
	<p>Maximum 4 points for this performance measure</p>		<p>Sampled Contract documents were;</p> <ul style="list-style-type: none"> RUK620/WRKS/2018-19/00006 for Construction of GFS at Kabisha in Kashambya S/C RUK620/WRKS/2018-19/00004 for Construction of 2 stance VIP latrine at Rubandaga cattle market in Kamwezi S/C 	
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>On review of information contained in Form 4 (Source Functionality, Management & Gender) and the Annual Progress Reports indicated promotion of gender equity as showed below from the sampled WSC;</p>	3
	<p>Maximum 3 points for this performance measure</p>		<ul style="list-style-type: none"> The Kabisha GFS in Kashambya S/C WSC had 5 members, 3 male and 2 women and the treasurer and secretary were women. 2 stance VIP latrine at Rubandaga Cattle market in Kamwezi S/C WSC had 5 members, 2 male, 3 women and the chairperson and Treasurer were women 	
15	<p>Gender and special needs-sensitive sanitation facilities in public places/</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The district Water department implemented one Sanitation facility, a 2 - Stance VIP Latrine at Rubandaga cattle market in Kamwezi S/C. The site visit at the facility revealed that it had separate stance for men and women and a ramp for PWDs</p>	3
	<p>RGCs provided by the Water Department.</p>			
	<p>Maximum 3 points for this performance measure</p>			