



## Local Government Performance Assessment

Apac District

(Vote Code: 502)

<b>Assessment</b>	<b>Scores</b>
Accountability Requirements	%
Crosscutting Performance Measures	45%
Educational Performance Measures	49%
Health Performance Measures	50%
Water & Environment Performance Measures	62%

No.	Summary of requirements	Definition of compliance	Compliance justification	Compliant?
<b>Annual performance contract</b>				
1	<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> <li>• From MoFPED’s inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and:               <ul style="list-style-type: none"> <li>o If LG submitted before or by due date, then state ‘compliant’</li> <li>o If LG had not submitted or submitted later than the due date, state ‘non- compliant’</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<p>Apac DLG submitted the Annual Performance Contract on 23rd July, 2019. This was within the MoFPED adjusted submission deadline of 31st August, 2019. Therefore, the LG was compliant.</p>	<b>Yes</b>
<b>Supporting Documents for the Budget required as per the PFMA are submitted and available</b>				
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"> <li>• From MoFPED’s inventory of LG budget submissions, check whether:               <ul style="list-style-type: none"> <li>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.</li> </ul> </li> </ul>	<p>Apac DLG submitted the Budget that included the Procurement Plan for the FY 2019/2020 on 23rd July, 2019. This was within the MoFPED adjusted submission deadline of 31st August, 2019. Therefore, the LG was compliant.</p>	<b>Yes</b>
<b>Reporting: submission of annual and quarterly budget performance reports</b>				

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"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<p>Apac DLG submitted the Annual Performance Report for the previous FY 2018/2019 on 23rd August, 2019. This was within the MoFPED adjusted submission deadline of 31st August, 2019. Therefore, the LG was compliant.</p>	<p><b>Yes</b></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"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>All the four Quarterly Budget Performance Reports for FY 2018/2019 were submitted to MoFPED as indicated below:</p> <ul style="list-style-type: none"> <li>o Quarter One Report was submitted on 7th November 2018 to MoFPED</li> <li>o Quarter Two Report was submitted on 15th February 2019</li> <li>o Quarter Three Report was submitted on 21st June 2019</li> <li>o Quarter Four Report was submitted on 23rd August 2019</li> </ul> <p>Apac DLG submitted all the four quarterly reports and the fourth quarter was submitted on 23rd August 2019 a date which was within the MoFPED adjusted submission deadline of 31st August 2019. Therefore, the LG was compliant.</p>	

5	<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> <li>• If LG submitted a 'Response' (and provide details), then it is compliant</li> <li>• If LG did not submit a 'response', then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>On the 3rd January 2019, Apac DLG through a letter Ref No: CR/252/1 (RE: Response to Internal Auditor General Report for the Year ended June 2018) responded to a letter by the PS/ST dated 19th November 2018 providing evidence of copies of acknowledgments, receipts and accountabilities as per the queries. The response was received by the Directorate of Internal Audit, MoF; MoLG Registry; Office of the Auditor General; and Accountant General's Office on the 16th January 2019.</p> <p>However, on the 18th March 2019, the DLG submitted to the Clerk to Parliament letter on the responses the audit queries emanating from the Auditor General during the audits of the financial statements for FY 2017/18. This letter was not submitted to PS/ST and after the end of February 2019 as mandated.</p> <p>Issues addressed in the Internal Auditor General Report for FY 2017/18.</p> <ul style="list-style-type: none"> <li>• Non acknowledgement of receipts of funds UGX 133,323,883- Cleared</li> <li>• Revenue shortfall of UGX 443,601,596. Shortfall affected by quarantine on sell of livestock and ban on sell of forest products.</li> <li>• Unaccounted for funds UGX 11,575,500- Cleared</li> </ul>	No
6	<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>	<p>The audit opinion for Apac DLG for the FY ended 30th June 2019 communicated by the Auditor General was qualified, therefore compliant.</p>	Yes	

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Planning, budgeting and execution</b>				
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>In a letter ref. CR/106/4 dated 14th November, 2017, the CAO appointed the following officers as members of the Apac District Physical Planning Committee;</p> <ul style="list-style-type: none"> <li>- Chief Administrative Officer – Chairperson</li> <li>- Physical Planner - Secretary</li> <li>- District Engineer</li> <li>- District Environment Officer</li> <li>- District Agriculture Officer</li> <li>- Natural Resources Officer</li> <li>- District Water Officer</li> <li>- District Education Officer</li> <li>- District Community Development Officer</li> <li>- District Health Officer</li> <li>- District Environment Officer</li> <li>- Mr. Akwang Nicholas -Town Clerk of Apac Municipality</li> </ul> <p>Mr. Mugisha Hermad Peter a Physical Planner in private practice was appointed as a member of the committee as evidenced by a letter dated 8th April, 2019, ref: CR/106/4.</p> <p>The LG has a functional Physical Planning Committee that considers new investments within time (30 days) as stipulated under S.38 (2) of the Physical Planning Act, 2010. This was confirmed from the Plans and Land Applications Register Book which clearly indicated the dates of submission, comments by the relevant technical officer and the decision (action taken) of approval or deferred.</p> <p>Further confirmation was in the 4 (four) sets of minutes of the Physical Planning Committee held on 13th November, 2018, 24th January, 2019, 7th February, 2019 and 17th April, 2019, which among others discussed and approved the development applications which had been handled by the relevant technical officers.</p>	1

1

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

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

There was evidence of 4 (four) sets of minutes dated 13th November, 2018, 24th January, 2019, 7th February, 2019 and 17th April, 2019 at the District. There was also evidence that all the 4 (four) sets of minutes were submitted and received at the MoLHUD on 18th June, 2019.

1

Maximum 4 points for this performance measure.

1

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

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

There was no Physical Development Plan in place to guide infrastructure investments. For that reason, consistence of infrastructure investments with the plan could not be established.

0

Maximum 4 points for this performance measure.

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

There was no evidence of any Action Plan prepared by Apac DLG in the FY 2018/19.

Maximum 4 points for this performance measure.

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 priorities for the current FY 2019/2020 in AWP were based on outcomes of the budget conference which was held on 19th November, 2018 at the District Council Hall.

The priorities in the AWP for the current FY include:

Administration: (on pg. 14 AWP and pg. 7 of the Budget conference report);

- Renovation of the main administration block

- Procurement of vehicles

- Fencing of the district headquarters

- Procurement of a public address system

- Installation of internet system in offices

Education:: (on pg. 64 AWP and pg. 11 of the Budget conference report);

- Rehabilitation of Education Department Office Block

- Increase staffing level through recruitment of teachers

- Strengthening school inspection, monitoring and support supervision

- Construction of a drainable pit latrine for the disabled at Awila Primary School.

- Construction of 2 five stance pit latrines at Teboke and Atar Primary Schools.

Health: (on pg. 52 & 53 AWP and pg.10-11 of the Budget conference report)

- Infrastructure enhancement – Face lifting of health facilities (Apoi HC II, Inomo, Teboke, Chawente)

Maximum 5 points on this performance measure.

- Renovation of staff houses (Abongomola, Aduku)
- Fencing of health facilities (Aduku and Ibuje)
- Renovation of Apac main Hospital, Abei HC II OPD)
- Rehabilitation and face lifting DHO's Office Block
- Construction of a two-stance pit latrine with urinal at Alado H/C II

Roads: (on pg. 84 AWP and pg. 8-9 of the Budget conference report)

- Low Cost sealing of Alenga- Kungu Swamp section (0.3km).
- Bottleneck work on Alenga- Kungu swamp section (2km)
- Rehabilitation of Akokoro SSS- Cukobang road
- Rehabilitation of Apele- Kidilani Road
- Rehabilitation of Alekolil-Awiri Road

Water: (on pg. 92 & 95 of AWP and pg. 9 of the Budget conference report);

- Rehabilitation of 20 Deep wells
- Construction of 01 Drainable Latrine at RGC (Paboo Landing Site)
- Drilling and installation of 15 deep wells
- Construction of 4 valley dams with support from support MWE at Ajar-Chawented, Odaloowang –Nambieso, Alari –iping –Chegere and Awila –Akokoro

Production: (on pg. 37-38 of AWP and pg. 8 of the Budget conference report);

- Construction of Two Fish Tanks for selected Farmers.
- Construction of a holding point and Slaughter slab in Igoti Market all in Ibuje S/C
- Supply of 30 Bulls and 100 Ox-ploughs to Production Department for distribution to Farmers.
- Supply of 24 Bulls and 12 Ox-ploughs to Ibuje S/C and 20 Bulls and 10 Ox-ploughs to Akokoro S/C.

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

• 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

There was evidence that the capital investments in the AWP for the current FY were derived from the approved 5 year DDP. The capital investments in the AWP include:

- Planning: (on pg. 127 AWP and at pg. 151 of Apac LG 5 year DDP 2015/16- 2019/20);
- Rehabilitation and face lifting Planning Unit Department.
  - Refurbishing of the planning unit board room
- Production: (on pg. 33 AWP and at pg. 154 of Apac LG 5 year DDP 2015/16- 2019/20);

1

discussions in approved by the Council. - Construction of Two Fish Tanks for selected Farmers.  
 annual reviews Score 1.  
 and - Construction of a holding point and Slaughter slab in Igoti Market all in Ibuje S/C

budget  
 conferences  
 and Health: (on pg. 52&53 AWP and at pg. 156 of Apac LG 5 year DDP 2015/16- 2019/20);

have project  
 profiles - Phased Upgrading of Olelpek Health Center II to Health Centre III under UGIFT

Maximum 5  
 points on this  
 performance  
 measure. - Fencing of health facilities (Aduku and Ibuje)  
 - Renovation of Apac main Hospital, Abei HC II OPD)  
 - Rehabilitation and face lifting DHO's Office Block  
 - Construction of a two-stance pit latrine with urinal at Alado H/C II

Education: (on pg. 64 & 66 AWP and at pg. 157 of Apac LG 5 year DDP 2015/16- 2019/20)  
 - Phased Construction of Apac Seed Secondary School in Apac Sub County under UGIFT  
 - Rehabilitation of Education Department Office Block  
 - Construction of a drainable pit latrine for the disabled at Awila Primary School.  
 - Construction of 2 five stance pit latrines at Teboke and Atar Primary Schools.

Roads: (on pg. 84 AWP and at pg. 158 of Apac LG 5 year DDP 2015/16- 2019/20));  
 - Low Cost sealing of Alenga- Kungu Swamp section (0.3km).  
 - Bottleneck work on Alenga- Kungu swamp section (2km)  
 - Rehabilitation of Akokoro SSS- Cukobang road  
 - Rehabilitation of Apele- Kidilani Road  
 - Rehabilitation of Alekolil-Awiri Road

Water: (on pg. 92&95 AWP and at pg. 159 of Apac LG 5 year DDP 2015/16- 2019/20);  
 - Rehabilitation of 20 Deep wells  
 - Construction of 01 Drainable Latrine at RGC (Paboo Landing Site)  
 - Drilling and installation of 15 deep wells  
 - Construction of 4 valley dams with support from support MWE at Ajar-Chawented, Odaloowang –Nambieso, Alari –iping –Chegere and Awila –Akokoro

2

0

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

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

There was no evidence that the project profiles for the current FY 2019/20 were developed and discussed in any TPC meeting.

The only project profiles which were availed are the ones which were attached as appendix to the 5 Year Apac District Development Plan.

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

3

1

Annual statistical abstract developed and applied

• 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.

There was evidence that the 2017/18 and 2018/19 Apac Statistical Abstract with gender dis-aggregated data was compiled and discussed in the TPC meeting held on 22nd April, 2019 under MIN., 04/4/2019.

Maximum 1 point on this performance measure

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

Maximum 6 points on this performance measure.

• 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

There was evidence that all investment projects implemented in FY 2018/19 were derived from the AWP and approved budget. The basis of the evidence was the Annual Performance Report (Quarter 4) in relation to the budget of FY 2018/19. Investment projects included inter alia:

EDUCATION: (pg. 71 of Annual Performance Report and at pg. 33 of the Budget)

- Phased Construction of Apac Seed Secondary School in Apac Sub County

- Construction of a 5-stance drainable Latrine at Ayago Primary in Akokoro S/C.

HEALTH: (pg. 65 of Annual Performance Report and at pg. 27 & 28 of the Budget)

- Renovation of the Female ward at Apac Hospital

- Phased Upgrading of Olelpek Health Center II to Health Centre III

- Construction of a 5 stance VIP drainable latrine at Olelpek HCII

ROADS : (pg. 79 of Annual Performance Report and at pg. 41 of the Budget)

- Low cost sealing of Alanga-Kungu road

- Gravelling of Abalokweri community access road

- Opening of Amowinya-Igulu-Kaisha Community Access Road

- Opening of Amilo Trading Center-Abatapoo Community Access Road

- Opening of Alado-Ngaomwonyi Community Access Road

WATER: (pg. 85 of Annual Performance Report and at pg. 45 of the Budget)

- Siting and drilling of production well at Okwalongwen Sub county

- Construction of 4stance drainable latrine at Awego Parish RGC

- Siting, Drilling and Installation of 10 deep wells at Adem, Atigolwok, Olalango, Aganga, Alworoceng, Alaro, Ayago, Atama and Atopi Parishes

- Rehabilitation of 15 deep wells/boreholes

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

- Construction of a perimeter fence and compound paving at Works Department

- Renovation of Akokoro Town Council and Ibuje Town Council Office blocks

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</li> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul>	<p>There was evidence that all the investment projects implemented in the previous FY were completed as per the work plan by end of FY 2018/19. This accounted for 100% completion rate of those projects.</p> <p>The source of evidence was procurement plan, monitoring and annual performance reports, annual financial statements, contracts register, and completion certificates</p> <p>The following projects were completed and commissioned as per work plan by 30th June of the FY 2018/2019 FY :</p> <ul style="list-style-type: none"> <li>- Construction of a perimeter fence and compound paving at Works Department</li> <li>- Renovation of Akokoro Town Council and Ibuje Town Council Office blocks</li> <li>- Renovation of the Female ward at Apac Hospital</li> <li>- Phased Upgrading of Olelpek Health Center II to Health Centre III</li> <li>- Construction of a 5 stance VIP drainable latrine at Olelpek HCII</li> <li>- Phased Construction of Apac Seed Secondary School in Apac Sub County</li> <li>- Construction of a 5-stance drainable Latrine at Ayago Primary in Akokoro S/C.</li> <li>- Siting and drilling of production well at Okwalongwen Sub county</li> <li>- Construction of 4stance drainable latrine at Awego Parish RGC</li> <li>- Siting, Drilling and Installation of 10 deep wells at Adem, Atigolwok, Olalango, Aganga, Alworoceng, Alaro, Ayago, Atama and Atopi Parishes</li> </ul>
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5	<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p>	<ul style="list-style-type: none"> <li>Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>All investment projects in the previous FY 2018/2019 were completed within approved budget. 5 sampled projects included:</p> <ol style="list-style-type: none"> <li>Construction of a Perimeter fence and Compound paving at Works Department (budgeted :UGX 120,000,000/= – actual expenditure UGX 119,463,145=) hence 99% expenditure;</li> <li>Construction of a 5-stance drainable Latrine at Ayago Primary in Akokoro S/C (budgeted: UGX 25,000,000 = – actual expenditure: UGX22,819,902/=) hence 91% expenditure;</li> <li>Renovation of the Female ward at Apac Hospital (budgeted: UGX 250,000,000/=– actual expenditure: UGX 246,077,171=) hence 98% expenditure;</li> <li>Construction a 5 stance VIP latrine at Olepek HCII (budgeted: UGX 25,000,000 = - actual expenditure: UGX 22,600,000=) hence 90% expenditure;</li> <li>Renovation of Akokoro Town Council and Ibutje Town Council Office blocks (budgeted: UGX 34,000,000/= actual expenditure: UGX 33,837,300/=) hence 99% expenditure.</li> </ol>	2
5	<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>Apac DLG provided for a budget code on maintenance for the sectors Administration, Production and Marketing, Education, Health and Water for FY 2018/19.</p> <p>However the DLG did not have a register of assets in need of maintenance; and there was no evidence of review of the register of assets in need of O&amp;M and the associated costing.</p>	0
<p>Maximum 4 points on this Performance Measure.</p>				

**Human Resource Management**

6	<p>LG has substantively recruited and appraised all Heads of Departments</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>HoDs positions in Apac District LG were not all substantively filled at the time of assessment. The positions were filled as follows;</p> <p>Chief Finance Officer was substantively filled by Ekwang Tonny, appointed vide letter ref: CR/156/1 dated 24th April, 2018 under Min.No.DSC55/2018(a)</p> <p>District Education Officer position was substantively filled by Billy Okunyu Odur vide appointment letter ref: CR/156/1 dated 18th Dec 2003 under Min.No. DSC98/2003;</p> <p>District Planner position was filled on assignment by Okello Stephen vide letter dated 1st July, 2019 signed by CAO;</p> <p>District Health Officer position was filled on assignment by Oceng Leony Francis vide CAO's letter of assignment ref: CR/160/1 dated 26th Sept 2019</p> <p>District Production Officer was substantively filled by Ongu Elim James appointed vide letter dated 29th March, 2016 under Min.No. DSC70/2016(b).</p> <p>Dist Community Development Officer position was substantively filled by Okello Tom vide letter ref: CR/156/1 dated 12th March 2018 under Min.No. DSC50/2018(b);</p> <p>There was no instruments of appointment of the staff file of the Ebony James, who was reported to be the District Commercial Officer, so the AT was unable to determine the status of appointment;</p> <p>District Engineer position was filled on assignment by Okello Nelson vide letter by the CAO ref: CR/156/1 dated 1st July 2019;</p> <p>District Natural Resources Officer position was filled on assignment by Abia Eunice vide letter of assignment ref: CR210/51 dated 2nd July, 2019, signed by CAO.</p> <p>Only 4 out of the 9 positions of HoDs were substantively filled.</p>	0
6	<p>LG has substantively recruited and appraised all Heads of Departments</p>	<ul style="list-style-type: none"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>The HoDs in the LG were appraised in the FY 2018/19 as follows;</p> <ul style="list-style-type: none"> <li>• District Engineer, the DEO, the DHO, the District Planner, the District Commercial Officer had no evidence on their personal files that they were appraised for the FY 2018/19.</li> <li>• District Natural Resources Officer was appraised as per appraisal report dated 9th July 2019 and signed by the Deputy CAO;</li> <li>• Chief Finance Officer was appraised by the CAO on 2nd July, 2019;</li> <li>• District Community Development Officer was appraised by the CAO on 30th July, 2019</li> </ul> <p>Only 4 out of 9 HoDs were appraised for the FY 2018/19</p>	0
<p>Maximum 5 points on this Performance Measure</p>	<p>Maximum 5 points on this Performance Measure</p>			

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>Office of the CAO made two submissions to DSC for recruitment of staff in Apac district during FY2018/19. Submission 1 dated 17th December, 2018 had 33 positions, submission 2 dated 22nd February, 2019 with 106 positions.</p> <p>Altogether, a total of 139 positions were submitted. Some of the staff positions contained in the submissions were; Head Teachers, Deputy Head Teachers, Fisheries Officer, Health Educator, Principle Health Inspector, Office Attendant, Pharmacist, Occupational Therapist, County Chief, Enrolled Nurse, Laboratory Assistant, Education Assistant II, HR Officer, Principal HR Office, Superintendent of Works, Road Inspector, among others.</p> <p>During the 32nd DSC meeting of 15th to 17th May, 2019, all the staff submissions were considered. For instance;</p> <p>Information Technology Officer was appointed under Min. No. DSC99(a)/2019(1), Bio-Statistician (Ongebo Samson) Min DSC99(a)/2019(5), Health Assistant (Omara Tonny) min DSC99(a)/2019(7); Porters under Min. No. DSC99(a)/2019(22-30), 3 Parish Chiefs under min DSC99(a)/2019(13-15), Drivers under minute DSC99(a)/2019(16i-iii)</p> <p>Therefore, all positions submitted for recruitment were considered by the DSC.</p>	2
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>Five submissions were made by the CAO's office to DSC for staff who were eligible for confirmation in FY 2018/19. These were;</p> <ul style="list-style-type: none"> <li>• Submission dated 4th July 2018 carried a list of 5 staff, submission dated 20th March 2019 contained a list of 5 staff, submission dated 9th April 2019 contained a list of 17 staff, submission dated 10th April 2019 carried a total of 9 staff and submission dated 15th May, 2019 had 7 staff. Altogether, there were 43 staff submitted by the CAO to DSC for consideration of confirmation. <p>During a 33rd DSC meeting session of 30th May 2019, all the staff submitted for confirmation were considered for confirmation. For instance;</p> <ul style="list-style-type: none"> <li>• Omona Ceasar was confirmed as Education Assistant II under Min. no. DSC99(b)/2019(2), Angwer David- Radiographer under Min.No. DSC99(b)/2019(9), Okao Isaac- Probation and Welfare Officer under Min.No. DSC99(b)/2019(25), Atim Victoria Sharon-Nursing Officer under Min.No. DSC99(b)/2019(23), Okech Walter-Enrolled Nurse under Min.No. DSC99(b)/2019(18).</li> </ul> </li></ul>	1

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>For the Financial Year 2018/19, Apac district CAO's office did not make any submission of cases to DSC for disciplinary action.</p>	1
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<p>During Financial Year 2018/19, Apac district recruited 139 staff according lists presented for newly recruited staff of FY 2018/19. According to records reviewed, some newly recruited staff accessed payroll within two months while other did not after assumption of duty.</p> <p>For instance; Angwer David recruited as Radiographer on 4th June 2019 accessed payroll as per payslip of 28th July 2019, Atim Victoria Sharon appointed 20th June 2019 accessed salary payroll on 28th June 2019 as per payslip of – same month, Mega Wilfred, appointed 4th June 2019 accessed salary payroll as per payslip of 28th June 2019, Ogwang Simon recruited as Procurement Officer on 20th June 2019 and accessed salary payroll as per payslip of October 2019, 4 months later, Okwir J Johnson- Porter according appointed on 4th June 2019 accessed salary payroll in Sept 2019 – 3 months later, e.t.c</p>	0
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<p>There were 6 staff who retired in Apac District LG during FY 2018/19 basing on the pension list viewed. A part from Agwa Jimmy- Grade III Teacher who retired on 19th September, 2019 and accessed pension payroll 26th September, 2019. The rest of the staff accessed pension payroll after 2 months as per below;</p> <p>Ogwal David (Head Teacher) who retired on 5th July 2018 accessed pension payroll on 17th March 2019 (8 months later);</p> <p>Otim Joseph (Senior Public Health Dental Officer) retired on 1st October 2018 and accessed pension payroll on 28th February 2019 (5 months later);</p> <p>Orech Kenneth retired on 1st May 2019 had not yet accessed pension list on 13th November, 2019 (7 months later);</p> <p>Otika Tommy Ted (Grade III Teacher) retired on 28th December 2018 and accessed pension payroll on 21st March 2019 (3 months later);</p> <p>Amoli Sofia- Enrolled Nurse, retired on 1st October 2019 and accessed pension payroll on 8th December 2018 (3 months later);</p>	0

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p>	<ul style="list-style-type: none"> <li>• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>• If the increase is from 5% - 10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>Apac DLG OSR in FY2018/19 reduced by approximately 49% compared to FY2017/18. Apac DLG attributed the reduction in OSR to quarantine on sell of livestock, ban on sell of forest products and the split of Kwania DLG out of Apac DLG.</p> <p>Computation</p> <p>Total of OSR for FY 2017/18 was UGX 633,652,201 (Source: Page 34, audited final accounts for FY 2017/18)</p> <p>Total of OSR for FY 2018/19 was UGX 322,784,896 (Source: Page 52-3, draft final accounts for FY 2018/19)</p> <p>Decrease in OSR FY 2018/19 compared to FY 2017/18</p> $322,784,896 - 633,652,201 = (310,867,305)$ <p>Decrease in %age</p> $(310,867,305) / 633,652,201 * 100 = - 49.06\%$	0
Maximum 4 points on this Performance Measure.				
10	<p>LG has collected local revenues as per budget (collection ratio)</p>	<ul style="list-style-type: none"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<p>Percentage of locally generated revenue for FY2018/19 was approximately 61% above budgeted estimates. This surplus in collections falls outside of the +/- 10% budget realisation threshold.</p> <p>Computation</p> <p>Total Local Revenue Planned/Budgeted for FY 2018/2019 was UGX 200,000,000 (Source: Page 1, Apac LG approved budget estimates generated on 18/07/2018 02:53)</p> <p>Total of OSR for FY 2018/19 was UGX 322,784,896 (Source: Page 52-3, draft final accounts for FY 2018/19)</p> <p>Surplus in Local Revenue Collections against budget</p> $322,784,896 - 200,000,000 = 122,784,896$ <p>Surplus in %ages</p> $122,784,896 / 200,000,000 * 100 = 61.39\%$	0
Maximum 2 points on this performance measure				
11	<p>Local revenue administration, allocation and transparency</p>	<ul style="list-style-type: none"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>During Assessment there was no evidence that Apac DLG remitted 65% of LST collected in FY2018/19 to the LLG which is contrary to Section 85 of the LG Act CAP 243.</p> <p>Local Revenue collections subjected to sharing with LLGs (i.e. LST) was UGX 31,340,000</p>	0
Maximum 4 points on this performance measure.				

11 Local revenue administration, allocation and transparency  
  
Maximum 4 points on this performance measure.

• 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

Apac DLG total Council expenditure on allowances and emoluments for FY 2018/19 from OSR and other sources was approximately 21% of OSR collected in FY2018/19 which was above the 20% limit as stipulated in the First Schedule of the LG Act. CAP 243.

Computation

Total expenditure on council allowances and emoluments during FY 2018/19 was UGX 66,481,000

Vr No	Details	Amount- UGX
20157761	Allowances	3,040,000
20268980	Allowances	4,723,000
20713345	Allowances	15,115,000
20797171	Travel Facilitation	1,808,000
20713345	Allowances	15,061,000
19799651	Allowances	4,723,000
19307227	Allowances	5,205,000
19315147	Allowances	2,468,000
19315147	Allowances	2,204,000
19315147	Allowances	1,486,000
19315147	Allowances	1,850,000
19315147	Allowances	2,000,000
20775835	Allowances	2,540,000
20775835	Allowances	2,186,000
20775835	Allowances	2,072,000
	Total	66,481,000

Total of OSR for FY 2018/19 was UGX 322,784,896 (Source: Page 52-3, draft final accounts for FY 2018/19)

Percentage of expenditure on Council from all sources as a ratio of OSR collected in FY2018/19  
 $66,481,000/322,784,896*100= 20.60\%$

**Procurement and contract management**

12 The LG has in place the capacity to manage the procurement function  
  
Maximum 4 points on this performance measure.

• 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

The position of Senior Procurement Officer was substantively filled but the position of Procurement Officer was not substantively filled. The Senior Procurement Officer was Mr. Ogwang Simon (file no. CR/D/12282) appointed on 20th May 2019 under DSC Minute no. 99(c) /2019 under salary scale U3. An advert has been run for the position of Procurement Officer and the recruitment process is on-going.

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

Maximum 4 points on this performance measure.

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

Reports of the Evaluation Committee (EC) were submitted to the Contracts Committee during FY 2018/2019 as shown in the sampled projects below:

1. Siting, drilling and installation of ten (10) deep boreholes under DWSDG/PAF (Proc. Ref: APAC502/WRKS/2018-2019/00002) submitted on 4th December 2018

2. Upgrade of 124 HCIIIs to HCIIIs across Uganda – Lot 14 (Proc Ref: MOH-UgIFT/WRKS/2018-2019/0001-14): Upgrading of Olelpek Health Centre II to Health Centre III under UGIFT lot 14 (Proc. Ref: MoHUGIFT/WRKS/2018-2019/00014)

submitted on 23rd January 2019.

3. Rehabilitation of fifteen (15) deep wells/boreholes under DWSDG/PAF (Proc. Ref: APAC502/WRKS/2018-2019/00003) submitted on 4th December 2018

4. Renovation of the Female Ward at Apac Hospital under PHC-TDF (Proc Ref: APAC502/WRKS/2018-2019/00001) submitted on 4th December 2018

5. Construction of a Perimeter fence and compound paving at Works Department under DDEG (Proc Ref: APAC502/WRKS/2018-2019/00004) submitted on 4th December 2018

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

Maximum 4 points on this performance measure.

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

The Contracts Committee (CC) considered recommendations of the EC as indicated in the sampled projects below:

1. Siting, drilling and installation of ten (10) deep boreholes under DWSDG/PAF (Proc. Ref: APAC502/WRKS/2018-2019/00002) considered by the CC on 4th December 2018, the EC recommendation its report dated 20th November 2018 was that the project be awarded to M/s ICON Projects Ltd at evaluated price of UGX194,011,293/-. The CC vide minute MIN: CC/09/12/2018-2019 awarded the Contract to M/s ICON Projects Ltd at a cost of UGX194,011,293/-

2. Upgrade of 124 HCIIIs to HCIIIIs across Uganda – Lot 14 (Proc Ref: MOH-UgIFT/WRKS/2018-2019/0001-14): Upgrading of Ollepek Health Centre II to Health Centre III under UgIFT lot 14 (Proc. Ref: MoHUGIFT/WRKS/2018-2019/00014), considered by the CC on 23rd January 2019. The EC recommendation its report dated 30th November 2018 was that the project be awarded to M/s Kast Engineering Works Ltd at evaluated price of UGX521,703,975/-. The CC vide minute MIN: CC/11/01/2018-2019 awarded the Contract to M/s Kast Engineering Works Ltd at a negotiated price of UGX500,000,000/-

3. Rehabilitation of fifteen (15) deep wells/boreholes under DWSDG/PAF (Proc. Ref: APAC502/WRKS/2018-2019/00003) considered by the CC on 4th December 2018. The EC recommendation in its report dated 20th November 2018 was that the project be awarded to M/s Lokosi Investment Ltd at evaluated price of UGX75,938,310/-. The CC vide minute MIN: CC/09/12/2018-2019 awarded the Contract to M/s Lokosi Investment Ltd at UGX75,938,310/-

4. Renovation of the Female Ward at Apac Hospital under PHC-TDF (Proc Ref: APAC502/WRKS/2018-2019/00001) considered by the CC on 4th December 2018. The EC recommendation in its report dated 20th November 2018 was that the project be awarded to M/s Robling Enterprise Ltd at evaluated price of UGX246,077,171/-. The CC vide minute MIN: CC/09/12/2018-2019 awarded the Contract to M/s Robling Enterprise Ltd at UGX246,077,171/-

5. Construction of a Perimeter fence and compound paving at Works Department under DDEG (Proc Ref: APAC502/WRKS/2018-2019/00004) considered by the CC on 4th December 2018. The EC recommendation in its report dated 20th November 2018 was that the project be awarded to M/s Don Millions Uganda Ltd at evaluated price of UGX119,463,145/-. The CC vide minute MIN: CC/09/12/2018-2019 awarded the Contract to M/s Don Millions Uganda Ltd at UGX119,463,145/-

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

Maximum 2 points on this performance measure.

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

The LG Procurement Plan for FY 2019/2020 covered all infrastructure projects in the approved work plan of FY 2019/2020 as evidenced by a copy of the consolidated annual procurement work plan for FY 2019/2020 approved by the accounting officer, dated 10th September 2019 and submitted to the PPDA Northern Region Office in Gulu on 20th September 2019. Some of the projects include:

1. Rehabilitation of 20 Deep wells, captured as No.1, pg 1 in the procurement plan and pg. 94 of the approved AWP
2. Rehabilitation of Education Department Office Block, No. 6, pg 1 of the procurement plan and pg. 52 of the approved AWP
3. Low Cost sealing of Alenga- Kungu Swamp section (0.3km), No. 2, pg 1 of the procurement plan and pg. 84 of the approved AWP.
4. Rehabilitation of two Community Access Roads under ACDP, No.3, pg 1 of the procurement plan and pg. 79 of the approved AWP

The LG also made consolidated procurement and disposal annual work plan for FY 2018/2019 as per submission and endorsement by the accounting officer, dated 10th January 2019 and submitted to the PPDA regional Office in Gulu on 10th July 2019. The work plan had projects that included:

1. Siting, drilling and installation of ten (10) deep boreholes under DWSDG/PAF (Proc. Ref: APAC502/WRKS/2018-2019/00002), No. 11, pg 2.
2. Upgrade of 124 HCIIIs to HCIIIs across Uganda – Lot 14 (Proc Ref: MOH-UgIFT/WRKS/2018-2019/0001-14): Upgrading of Ollepek Health Centre II to Health Centre III under UGIFT lot 14 (Proc. Ref: MoHUGIFT/WRKS/2018-2019/00014), No. 8, pg 2.
3. Rehabilitation of 15 deep wells/boreholes under DWSDG/PAF (Proc. Ref: APAC502/WRKS/2018-2019/00003), No. 12, pg 3.
4. Renovation of the Female Ward at Apac Hospital under PHC-TDF (Proc Ref: APAC502/WRKS/2018-2019/00001), No. 7, pg 2.
5. Construction of a Perimeter fence and compound paving at Works Department under DDEG (Proc Ref: APAC502/WRKS/2018-2019/00004), No. 10, pg 2.

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"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2</li> </ul>	<p>The LG had 3 projects in the consolidated work plan and all of them were initiated by the user departments and all the bid documents were ready but had not started yet.</p> <p>Therefore, For the current FY (2019/2020) the LG had prepared 100% of all investments/infrastructure by 30th August 2018</p>	2
	<p>Maximum 6 points on this performance measure.</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"> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>In the previous FY 2018/2019 the LG had an updated contracts register except for the local revenue points which are 12 that were suspended because of the Presidential directive to stop charcoal burning and hence affecting local revenues. This situation was compounded by the ban on fishing activities on Lake Kyoga that also significantly affected local revenues. Contract management documents including payment certificates, environmental and social mitigation certificates and clearances etc were not included in the procurement activity files.</p>	0
	<p>Maximum 6 points on this performance measure.</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"> <li>• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>	<p>The LG adhered to procurement threshold as per the sampled files of projects;</p> <ol style="list-style-type: none"> <li>1. Siting, drilling and installation of ten (10) deep boreholes under DWSDG/PAF (Proc. Ref: APAC502/WRKS/2018-2019/00002) at a cost of UGX194,011,293/- was by open domestic bidding as advertised in the Daily Monitor Newspaper on 17th October 2018.</li> <li>2. Upgrade of 124 HCIIIs to HCIIIs across Uganda – Lot 14 (Proc Ref: MOH-UgIFT/WRKS/2018-2019/0001-14): Upgrading of Olelpek Health Centre II to Health Centre III under UGIFT lot 14 (Proc. Ref: MoHUGIFT/WRKS/2018-2019/00014) at a cost of UGX521,703,975/- was by open domestic bidding as advertised in the New Vision newspaper on 19th October 2018.</li> <li>3. Rehabilitation of 15 deep wells/boreholes under DWSDG/PAF (Proc. Ref: APAC502/WRKS/2018-2019/00003) at a cost of UGX75,938,310/- was by open domestic bidding as advertised in the Daily Monitor Newspaper on 17th October 2018.</li> <li>4. Renovation of the Female Ward at Apac Hospital under PHC-TDF (Proc Ref: APAC502/WRKS/2018-2019/00001) at a cost of UGX246,077,171/- was by open domestic bidding as advertised in the Daily Monitor Newspaper on 17th October 2018.</li> <li>5. Construction of a Perimeter fence and compound paving at Works Department under DDEG (Proc Ref: APAC502/WRKS/2018-2019/00004) at a cost of UGX119,463,145/- was by open domestic bidding as advertised in the Daily Monitor Newspaper on 17th October 2018.</li> </ol>	2
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2</li> </ul>	<p>There was evidence that works projects implemented in the previous FY were appropriately certified with interim and completion certificates for instance:</p> <ol style="list-style-type: none"> <li>1. Siting, drilling and installation of ten (10) deep boreholes under DWSDG/PAF (Proc. Ref: APAC502/WRKS/2018-2019/00002), completion certificate dated 17th June 2018 and signed by the District Engineer.</li> <li>2. Rehabilitation of fifteen (15) deep wells/boreholes under DWSDG/PAF (Proc. Ref: APAC502/WRKS/2018-2019/00003), completion certificate dated 17th June 2019 and signed by the District Engineer</li> <li>3. Renovation of the Female Ward at Apac Hospital under PHC-TDF (Proc Ref: APAC502/WRKS/2018-2019/00001), interim certificate dated 24th June 2019 and signed by the District Engineer; Final Completion certificate dated 20th November 2018 and signed by the District Engineer.</li> </ol>	2

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	<p>There was/no evidence of site boards in all the infrastructure projects for the current FY (2019/2020) because the the bids evaluation was still ongoing but projects such as Renovation of the Female Ward at Apac Hospital under PHC-TDF (Proc Ref: APAC502/WRKS/2018-2019/00001) for the FY2018/2019 but completed in FY2019/2020 did not have a site board.</p>	0
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### Financial management

16	<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<p>Out of the requisite sample of 5 bank reconciliations, Apac DLG provided only 3 bank reconciliations produced in IFMIS at the time of assessment.i.e.</p> <p>Apac District General Fund, Stanbic Bank A/c No. 140060954101. Bank reconciliation for June 2019. Cash balance C/F was UGX 1,347,205 and Adjusted Bank statement balance C/F was UGX 1,347,205</p> <p>Apac Dist NUSAF3 Sub Projec, Stanbic Bank A/c No. 9030012204492. Bank reconciliation for June 2019. Cash balance C/F was UGX 4,518 and Adjusted Bank statement balance C/F was UGX 4,518</p> <p>Apac District UWEP Recovery, Centenary Bank A/c No. 3100041373. Bank reconciliation for June 2019. Cash balance C/F was UGX 27,600 and Adjusted Bank statement balance C/F was UGX 27,600</p>	0
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<p>The LG made timely payment of suppliers during the previous FY</p>	<ul style="list-style-type: none"> <li>• If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	<p>Taking a sample 5 payments to suppliers, Apac DLG did not make timely payments (i.e. within 2 months) to supplier in the FY2018/19. i.e.</p>
<p>Maximum 2 points on this performance measure</p>	<p>Request for payment for the rehabilitation of a 2 classroom block without office under SFG at Olelepek P/S in Apac Sub County was made by M/s Jogo Company (U) Ltd on the 4th March 2019 and forwarded by DEO for approval on the 20th June 2019. Payment Certificate No 2 for UGX 2,159,702 was made by DE on the 21st June 2019. Payment was made on the 24th June 2019 (Voucher No. 24326938), 112 days after the request for payment was made by the contractor.</p>	
<p>Request for payment for construction of 5 stance drainable latrine at Ayago Primary School, Akokoro Sub County was made by M/s Step Entertainment Limited on the 17th June 2019 and forwarded by DE on the 20th June 2019. Payment Certificate No 01 for UGX 18,765,002 was prepared by Road Inspector on the 19th June 2019 and authorised by DE, HM Ayago P/S, CFO and CAO. Payment was made on the 24th June 2019 (Voucher No 24326931), 7 days after the request for payment was made by the contractor.</p>		
<p>Request for payment for the renovation of female ward at Apac Hospital was made by M/s Robling Enterprises Limited on the 24th June 2019. Request was recommended for approval by Medical Superintendent and forwarded by DHO for approval on the 26th June 2019. Payment Certificate No. 02 for UGX 97,062,811 was prepared by DE on the 24th June 2019 and signed off by Hospital Superintendent and DHO on the 26th June 2019. Payment was made on the 26th June 2019 (Voucher No 032/6/2019), 2 days after request for payment was made by the contractor.</p>		
<p>Request for payment for the renovation of female ward at Apac Hospital was made by M/s Robling Enterprises Limited on the 21st May 2019. Request was recommended for approval by Medical Superintendent and forwarded by DHO for approval on the 22nd May 2019. Payment Certificate No. 01 for UGX 122,684,103 was prepared by DE on the 21st May 2019 and signed off by Hospital Superintendent on the 22nd May 2019. Payment was made on the 22nd May 2019 (Voucher No 002/5/2019), 1 day after request for payment was made by the contractor.</p>		
<p>Request for payment for Borehole Rehabilitation was made by M/s Lokosi Investments Ltd on the 26th March 2019. Request was forwarded by the DWO on the 18th March 2019. Payment Certificate No 01 for UGX 67,744,945 was prepared on the 17th April 2019 by the DE. Payment was made on the 3rd May 2019 (Voucher No 23004581), 38 days after request for payment was made by the contractor.</p>		

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>Apac DLG did not at least have a substantive Senior Internal Auditor.</p> <p>Mr. Aduche C. Moses is an Internal Auditor who was on the 1st July 2018 assigned duty as Principal Internal Auditor by CAO. (RE: Assignment of Duty)</p>	0
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The Ag. Principal Internal Auditor for Apac DLG produced 4 internal audit reports for FY2018/19 as set out in section 90 of LG Act CAP 243 as amended and section 48 of PFMA 2015. i.e</p> <p>Q1: AUD/251/2 RE: Quarterly Audit Report for First Quarter FY2018/2019. This report was produced on the 31st October 2018.</p> <p>Q2: AUD/251/2 RE: Quarterly audit report for Second Quarter 2018/2019 FY. This report was produced on the 11th February 2019.</p> <p>Q3: AUD/251/2 RE: Quarterly audit report for Third Quarter FY 2018/2019. This report was produced on the 30th April 2019.</p> <p>Q4: AUD/251/2 RE: Quarterly audit report for Fourth Quarter FY 2018/2019. This report was produced on the 13th August 2019</p> <p>All reports were addressed to the Speaker with copies made to:</p> <ul style="list-style-type: none"> <li>• PS- MoLG</li> <li>• PS- MoFPED</li> <li>• Auditor General Office- Kampala</li> <li>• Internal Auditor General- Kampala</li> <li>• RDC- Apac</li> <li>• All members/Executive Committee Apac DLC</li> <li>• Chairperson- Standing Committee of Finance &amp; Planning- Apac DLC</li> <li>• PAC- Apac DLC</li> <li>• CAO- Apac</li> <li>• CFO- Apac</li> </ul>	2
18	<p>The LG executes the Internal Audit</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of</p>	<p>During assessment, Apac DLG did not provide evidence that the District had made follow ups on issues arising from internal audit reports nor provided information on status of implementation of</p>	0

function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.

these findings for the 4 quarters in the FY2018/19. However, the Ag. Principal Internal Auditor in his quarterly internal audit reports (i.e. review of previous recommendations) provided the status of implementation of some findings in 3 out of the 4 internal audit reports for FY 2018/19.

Internal Audit Issues from the 4 quarterly reports FY2018/19

Q1

- Works and Technical Services
  - o Delays in completion of the Alenga- Kungu low cost sealing road
  - o Works amounting to UGX 143,758,606 for the construction of Apac Farmers Produce Store rolled over from FY 2017/18 to FY2018/19
- Health Department
  - o Lack of fences around Apac Hospital
  - o Drugs out of stock
  - o Expired drugs
  - o Wrong mapping/overlapping/exaggeration of population
  - o Renovation of OPD in Apac main Hospital taken long
  - o Renovation of Apac Hospital Mortuary complete but no handover made to Apac DLG
- Finance Department
  - o Late release of funds from Treasury in the quarter and alteration in the IPFs
  - o Delays in the completion of Farmers store by Robling Co. due to late payments to contractor
- Primary Schools
  - o Lack of land titles or legal ownership of primary schools by Council
  - o Poor maintenance of records and financial management
  - o Lack of housing and hostile environment to Primary School Staff
  - o Lack of supplier numbers to school and the teachers
- Lower Local Governments
  - o No capital development activities were implemented for the last one year
  - o No road projects was implemented for almost the last one year.
  - o Total of UGX 13,997,551 advances not accounted for from 4 Sub Counties.

Q2

- Health Centres

- o Lack of ownership and land titles
- o Shortage of staff at lower health centres
- o Health Centres lack power for operations especially at night
- o Inadequate housing of staff in facilities i.e. Alado HC II, Chegere HC II and Atar HC II
- o Water Sources i.e. boreholes are old, congested and others spoilt
- o No system of financial management in health facilities
- o Inadequate drug stores in all the health facilities visited
- o Expired drugs kept in Atar HC II side by side with ones in use
- o Lack of stores documents i.e. GRNs and Stores Issue Vouchers
- Advances not accounted for in LLGs amounted to UGX 11,461,700

#### Q3

- Lack of land titles for District Headquarters and other lands and properties located in the Municipality
- Delays in disposal of assets that are not in use for service delivery
- Lack of stores documents i.e. GRNs, stores issue vouchers, cash books in some Health Centres.
- Redundant Hydrofoam Machine
- Works and Technical Services
  - o Delays in accessing road maintenance equipment
- Unaccounted Funds at Apac and Akokoro Sub Counties UGX 22,245,500

#### Q4

- Revenue collections at Sub Counties has dropped
- Health Centres
  - o Health Centres lack land titles
  - o Shortage of staff in lower health facilities in Apoib HC III, Kidilani HC II and Olelpek HCII
  - o Health facilities lack power for lighting at night
  - o Inadequate housing at Apoi health centre III, Kidilani HC II and Olepek HC II
  - o Water Source at Apoi HC III i.e. borehole is far from facility
  - o Maternity wards and General wards at Apoi HC III is getting dilapidated
  - o No system of financial management in some health facilities i.e. no vote books, ledgers and cash books

- o Inadequate space for drug stores and in some cases expired drugs kept within the same building
- o Lack of stores documents in Health Centres i.e. GRNs and stores issue vouchers
- o Renovation of female ward at Apac Main Hospital complete but not yet handed over
- Primary Schools
  - o Poor management of financial records i.e. no vote books, no cash analysis books and ledger books
- Unaccounted for funds
  - o Sub Counties UGX 13,758,000
  - o Primary Schools UGX 8,900,000
  - o Health Centres UGX 14,761,189

18

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

- Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.

PAC deliberated on issues arising from only 2 out of the 4 quarterly internal audits for FY 2018/19 (i.e. Q1 and Q2) and made reports of the committee's deliberations addressed to the Hon. Speaker and Hon. Minister of Local Government. i.e.

RE: District Public Accounts Committee Report on Apac District for First Quarter F/Y 2018/2019. Produced on the 23rd December 2018.

RE: District Public Accounts Committee Report on Apac District for Second Quarter F/Y 2018/2019. Produced on the 23rd April 2019

Members of PAC

- Mr. Wacha Polino- Chairperson
- Mr. C.P. Odur- Member
- Mr. Okot Julius Peter- Member
- Mr. Oleke Etime T.L- Member
- Ms. Konga Margaret- Member
- Ms. Adong Harriet- Secretary

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19

The LG maintains a detailed and updated assets register  
Maximum 4 points on this performance measure.

- 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

During assessment, Apac DLG presented 2 sets of asset registers that are not in the format recommended on pages 167-8 of the LGFA Manual 2007.

0

20	The LG has obtained an unqualified or qualified Audit opinion  Maximum 4 points on this performance measure	Quality of Annual financial statement from previous FY:  • Unqualified audit opinion: score 4  • Qualified: score 2  • Adverse/disclaimer: score 0	The audit opinion for Apac DLG for the FY ended 30th June 2019 communicated by the Auditor General was qualified.	2
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**Governance, oversight, transparency and accountability**

21	The LG Council meets and discusses service delivery related issues  Maximum 2 points on this performance measure	<ul style="list-style-type: none"> <li>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul>	<p>Apac DLG Council met and discussed service delivery related issues. This was evidenced by the minutes of the District Council meetings held on 7th July, 2017, 4th-5th October, 2018, 19th-20th December, 2018, 30th -31st January, 2019, 2nd April, 2019 and 29th May, 2019.</p> <p>For instance, in the Council meetings of 4th-5th October, 2018 under MIN. 8/10/2018, 19th-20th December, 2018 under MIN.3/12/2018 and 30th -31st January, 2019 under MIN. 05/01/2018 there was a discussion on service delivery issues in the reports of the four Standing Committees of Finance, Planning and Administration; Production, Marketing and Natural Resources; Works, Technical and Community Based Services; and Health, Education.</p> <p>In Council meeting of 4th-5th October, 2018 under MIN. 5/10/2018 there was a presentation and deliberation on the state of affairs in the District. In the same Council meeting under MIN'7/10/2018 there was a discussion and resolution about the illegal activities in the forest reserve, landing sites and wetlands of Ibuye-Acan and Dano Villages. The District resolved to put a ban on charcoal production from the forest.</p> <p>In the Council meeting of 2nd April, 2019 under MIN. 5/04/2019 there was presentation and laying of draft district budget for FY 2019/20. In the Council meeting of 29th May, 2019 under MIN.5/05/2019, the district budget, annual work plan, consolidated annual procurement plan, revenue enhancement plan and capacity building plan were discussed and approved by Council.</p>	2
22	The LG has responded to the feedback/ complaints provided by citizens  Maximum 2 points on this Performance Measure	<ul style="list-style-type: none"> <li>Evidence that LG has designated a person to coordinate response to feed-back (grievance/complaints) and responded to feedback and complaints: score 1.</li> </ul>	Mr. Opio Robert, the Communication Officer of Apac District was in a letter from the CAO dated 9th July, 2018 ref: CR/104/16, assigned additional duties of coordinating response to feedback (grievance and complaints) from the citizens.	1

22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>There was a system for recording, investigating and responding to grievances, among which included complaints/suggestion box, website <a href="http://www.apac.go.ug">www.apac.go.ug</a> and a free toll line 0702040039 which had been displayed at the administration block and Council hall.</p> <p>The</p> <p>The District put in place a mechanism where the complaints are recorded by the secretary in the CAO's office and then forwarded to the Communications Officer who is the Secretary to the 9 member Public Grievance Handling Committee which was set up in a letter dated 9th July, 2018 ref: CR/104/16.</p> <p>Service delivery grievances/complaints which related to staff indiscipline cases were further forwarded to the sanctions/rewards committee which is chaired by the Deputy CAO. The political grievances were recorded through the office of the Chairman and the Speaker and were discussed in the various standing committees.</p>	1
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>Apac DLG payroll and pensioner schedule for FY 2018/19 as well as payroll for November, 2019 were pinned on public notice board of the Administration block and were also easily accessible in HR department.</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"> <li>Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>The Procurement and Disposal Plan 2018/2019 and that of 2019/20 were published on the public notice board of the Administration block and copies were also kept on the contracts file. Awarded contracts of FY 2018/19 and 2019/20 were also published on the public notice board and District website <a href="http://www.apac.co.ug">www.apac.co.ug</a></p> <p>Example of the awarded contracts with the following particulars were displayed on the public notice board;</p> <ul style="list-style-type: none"> <li>- PROCUREMENT REF NO. APAC502/ WRKS/2018-19 /00004; CONSTRUCTION OF A PERIMETER FENCE AND COMPOUND PAVING AT WORKS DEPARTMENT: CONTRACTOR: DON MILLIONS UGANDA LTD; COST: 119,463,145=.</li> <li>- PROCUREMENT REF NO: APAC502/ SUPLS /2018-19/00005; SUPPLY OF 40 BULLS AND 20 OX PLOUGHS TO IBUJE S/C AND 38 BULLS AND 19 OX PLOUGHS TO AKOKORO S/C; CONTRACTOR: GADOFIE CONSTRUCTION COMPANY LTD; COST: 66,690,000=</li> <li>PROCUREMENT REF NO: APAC502/WRKS/2018-19 /00001; RENOVATION OF THE FEMALE WARD AT APAC HOSPITAL; CONTRACTOR: ROBLING ENTERPRISES LTD; COST: 246,077,171/=</li> </ul>	1

23	The LG shares information with citizens (Transparency)	<ul style="list-style-type: none"> <li>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.</li> </ul>	The Performance Assessment Results for FY 2017/2018 were shared and discussed in the TPC meeting of 12th June, 2019 under MIN.03/6/209 and thereafter posted on the District website <a href="http://www.apac.go.ug">www.apac.go.ug</a>	1
Total maximum 4 points on this Performance Measure				
24	The LGs communicate guidelines, circulars and policies to LLGs to provide feedback to the citizens	<ul style="list-style-type: none"> <li>Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	Apac DLG had a substantive Communications Officer MrOpio Robert who was in a letter ref: CR/104/15 and dated 9th July, 2018 assigned additional duties of communicating and explaining guidelines, circulars and policies from the Centre to LLGs and institutions during FY 2018/2019.	1
Maximum 2 points on this performance measure				
			Records from the CAO, District Planner, Communications Officer, Central Registry and the APACDLG whatsapp group for all staff had the following disseminated;	
			- Guidelines to Gender Responsive Budgeting 23rd November, 2018	
			- NUSAF III 6th October, 2018	
			- Procurement Plan 2018/19 Guidelines from PPDA – 5th September, 2018	
			- Quarter 1 Budget Performance Report and DDP 2019/20 – 8th December, 2018	
			- Development Planning Guidelines (District and Sub County 2018/19)	
			- Budget Implementation for FY 2018/19	
			- Guidelines of procurement of ICT, goods, products and services across MAD's and LG's from PPDA – 5th Nov, 2018	
			- Youth Livelihood Program Guidelines from Gender Ministry – 7th November, 2018	
			- Operation Wealth Guidelines- 11th August, 2018	
			- First Budget Call Circular on preparation of BFP's and preliminary budget estimates for FY 2019/20	
			- Simplified Guidelines in budgeting, accountability and reporting for Local Government services	

24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>Apac DLG during the previous FY 2108/2019 conducted radio talk shows on a quarterly basis with the public to provide feed-back on status of activity implementation. This was evidenced by the payment talk shows and announcements on 24th June, 2019 to RADIO DIVINE (90.6 FM) and talk show schedule at RADIO DIVINE radio station.</p> <p>The District also has free airtime talk shows on APAC FM and RADIO DIVINE FM which are coordinated by the Communications Officer and are regularly attended by heads of departments, political leaders and office of the RDC to discuss service delivery issues with the citizens.</p> <p>The District further opened up a website, facebook page, whatsapp platform and has a free toll line for the public.</p>	1
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**Social and environmental safeguards**

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>The LG Gender Focal Person (GFP), Ms. Lydia Awor, who also served as the Senior Community Development Officer (SCDO) supported departments and sectors as evidenced in the meeting that took place on 20th December 2018 where it was emphasised that Heads of Department needed to mainstream gender issues into their activities and programs. It was noted that Departmental Heads were presenting updates from their respective departments without disaggregating data by gender. It was also observed that Departments needed to practice gender responsiveness into their activities because many activities were undertaken that required involved of the gender officer but this was not done.</p> <p>Another meeting was conducted on 19th September 2018 where the key objective was to prepare and strengthen the departments/sectors to effectively carry out gender mainstreaming and gender responsive budgeting. Key concepts/areas covered included understanding gender concepts, gender equity, affirmative action, and gender sensitive planning and practices.</p>	2
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The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2.

The Gender Focal Person planned activities for the current FY (2019/2020) to strengthen women roles, address vulnerabilities and social inclusions as indicated in the approved annual work plan for FY2019/2020, pgs 108 – 115. The activities included i) Mobilizing and training of community groups, organising review meetings and providing of supports to special groups under special grants ii) Mainstreaming gender issues in work plans and budgets iii) Carrying out mobilisation, identification meetings, training of youth group and handling of juvenile cases iv) Provide support to the disabled and the elderly.

In the previous FY the LG had planned for UGX4,000,000/- and the funds were utilised as follows:

i) IFMS generated voucher no. 23539182 dated 19th June 2019 worth UGX655,127/-, funds were used to facilitate a sensitisation workshop for Heads of Departments on gender mainstreaming

ii) IFMS generated voucher no. 19315150 dated 19th November 2018 worth UGX700,000/-, funds were used to facilitate a gender mainstreaming workshop

iii) A requisition dated 30th August 2018 and approved by the CAO on 3rd September 2018 worth UGX700,000/-, the funds were used to facilitate a gender mainstreaming workshop

iv) IFMS generated voucher no. 20748791 dated 18th January 2019 worth UGX463,000/-, the funds were used to facilitate a gender mainstreaming workshop at the district

v) IFMS generated voucher no. 21638249 dated 2nd April 2019 worth UGX700,000/-, the funds were used to facilitate a sensitisation workshop on gender mainstreaming.

This represents a total expenditure of UGX 3,281,127/- representing 82% which is below the minimum requirement of 90%.

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

Maximum 6 points on this performance measure

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

The LG Environmental Officer provided environmental and social screening forms for boreholes constructed in FY2018/2019. These included the Chegere subcounty deep well construction in Chegere Parish, Chegere subcounty screened on 13th August 2018 and the Baropok 'B' deep well construction in Abedi Parish, Apac subcounty screened on 8th August 2018.

The Health and Education projects were not screened for potential adverse environmental and social impacts.

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>In the FY2018/2019, the LG did not integrate Environmental, social, health and safety (ESHS) aspects in the bidding documents and subsequently in the contract bid documents. The lack of clarity on the ESHS aspects prompted the PPDA in its letter dated 27th September 2019, Ref: PPDA/CIRC/001, to clarify that with effect from October 2019, bidders will be expected to include details of their acceptance and compliance with ESHS requirements and to adhere to them once the award is made to the provider throughout the execution of the contract. The Standard Bidding Documents (SBD) now include documents such as Environment and Social Performance Security, code of conduct for contractors' personnel, Environment and Social management Plan and Environment, Social, Health and Safety Performance Declaration.</p>	0
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>The LG did not provide any evidence to prove that effort was made to capture data of consent forms, land donations etc. for the investment projects undertaken in FY2018/2019.</p>	0
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>The LG Environment Officer had environmental compliance certificates issued for completed projects in the water sector only. These were endorsed by the District Environmental Officer as evidenced by copies of the certificates for projects mentioned hereunder:</p> <ol style="list-style-type: none"> <li>1. Chegere subcounty Headquarters borehole Environmental and Social Mitigation certificate issued on 16th May 2019 and;</li> <li>2. The Acinanga borehole construction Environmental and Social Mitigation certificate issued on 28th May 2019.</li> </ol> <p>The Health and Education projects were not issued with Environmental and Social mitigation certificates.</p>	0

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>There was no evidence that the contracts payment certificates included prior environmental and social clearance as indicated in the certificate number.</p>	0
<p>Maximum 6 points on this performance measure</p>				
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>The LG Environmental Officer and CDO developed an ESMP specifically for management of the environmental and social risks associated with borehole construction. The ESMP is dated 17th August 2018 and signed by both the Environment Officer and CDO. Environmental and social monitoring report arising from the implementation of the Water sector ESMP was prepared on 13th May 2019 and signed by the Environment Officer. It highlighted compliances such as limiting the footprint of the projects to the sites, there were no issues reported that would cause social disharmony between the contractor and the community, and it was recommended that tree planting be undertaken.</p>	0
<p>Maximum 6 points on this performance measure</p>		<p>It should, however, be noted that environmental and social monitoring was done once and there were no pictures to demonstrate deviation or non-deviations from the expected compliance requirements. Furthermore, no monitoring checklist were presented.</p>		
		<p>The Health and Education projects were not monitored because of lack of facilitation.</p>		

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human resource planning and management</b>				
1	The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)  Maximum 8 for this performance measure	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	The Approved Performance Contract generated on 23/07/2019 03:33 had a wage bill of UGX 4,486, 393,082 for 553 staff in position against a staff structure of 590. The total budget covered 51 Head teachers and 502 regular teachers for 51 government aided primary schools in the district, 51 primary schools.	4
1	The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)  Maximum 8 for this performance measure	<ul style="list-style-type: none"> <li>Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	The Approved Performance Contract generated on 23/07/2019 03:33 was evidence that the LG had a staff list and budget for 51 government aided schools. Among the three (3) sampled primary schools; Amilo had 15 teachers including a H/T. Amocal had a H/Teacher and 09 teachers and Ibuje had 14 teachers including a H/T. Two other schools ; Boke and Alenga, did not have anybody at school to provide information, hence only three (3) were done.	4
2	LG has substantively recruited all primary school teachers where there is a wage bill provision  Maximum 6 for this performance measure	<ul style="list-style-type: none"> <li>Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>According to the wage IPFs for FY 2019/20 there were 553 staff in position against 590 staff in the structure, with a wage bill provision for FY 2019/20 equivalent to UGX 4,486, 393,082</li> <li>Wage analysis for FY 2019/20 had an anticipated average requirement of UGX 3,885,114,464 giving a surplus of UGX 601,278,618</li> <li>Therefore, 87 % of the structure for primary school teachers with a wage bill provision for the current FY was filled</li> </ul>	3

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>The district staffing structure had two (2) Inspectors and it was filled as follows;</p> <ul style="list-style-type: none"> <li>• Oling Margret, Senior Inspector of Schools appointed on 31st May 2012 vide letter Ref. CR/160/1 under DSC Min. 27/2012</li> <li>• Opi Moses Inspector of Schools appointed on 1st May 2017 vide letter CR/156/1 under DSC Min.08/2017.</li> </ul>	6
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>There was evidence that the department had submitted a recruitment plan for 2019/2020 dated 12th July 2019. It contained the following posts;</p> <ul style="list-style-type: none"> <li>• 01 Post of District Education Officer</li> <li>• 01 Post Senior Inspector of Schools</li> <li>• 05 Posts for head teachers</li> <li>• 05 Deputy head teachers</li> <li>• 06 Senior Education Assistants</li> <li>• 20 Education Assistants</li> </ul>	2
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>The structure was filled but the the Senior Inspector was retiring hence the inclusion of the post in the recruitment plan.</p>	2

**Monitoring and Inspection**

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul>	<p>The LG had two (2) Inspector of Schools and only the Inspector of Schools- Opio Moses was appraised by the Senior Inspector of Schools on 5th July, 2019</p>	0
	<p>Maximum 6 for this performance measure</p>			
5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers <ul style="list-style-type: none"> <li>o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul> </li> </ul>	<p>A sample of 10 headteachers was selected and their staff files reviewed. They were appraised for calendar year 2018 as follows;</p> <p>Opio Benedict of Barodilo P/S – appraised by Dpty CAO Ogwang Francis on 30th July 2019;</p> <p>Waca Patrick of Ilec P/S was not appraised as there was no evidence to indicate so;</p> <p>Abongo Robert of Ilee P/S was appraised by Ogwang Moses on 29th July 2019;</p> <p>Okumu Francis of Olelpek P/S was appraised by C/Chief Obela Wilbert on 30th July 2019;</p> <p>Mugerewa Jasper of Alwala P/S was not appraised at all – no evidence in his file.</p> <p>Ajoba Sophie of Aluga P/S was appraised by C/Chief Kizito Andrea on 5th July 2019;</p> <p>Oding Akio Jimmy of Ololango Primary School was appraised by Ogwang Patrick on 30th July 2019.</p> <p>Adoko Sam of Anyapo P/S was appraised by Obola Wilbert on 30th July 2019;</p> <p>Ojok Jommy of Obongokongo P/S was appraised by Kizito Andreas on 27th July 2019. Etc.</p> <p>Out of the 10 sampled files, 8 head teachers were appraised hence a percentage of 80%.</p>	2
	<p>Maximum 6 for this performance measure</p>			

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>There was no evidence that the department had communicated ALL guidelines, policies and circulars. For example the critical guidelines; Planning, Budgeting and Implementation Guidelines for Local Governments for the Education Sector, was not communicated nor was it available, at both district office and in the five schools visited.</p>	0
	<p>Maximum 3 for this performance measure</p>			
6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<p>There was no evidence to this effect, since there were no minutes for the meetings as justification that the head teachers were sensitised on the guidelines, policies, circulars issued by the national level</p>	0
	<p>Maximum 3 for this performance measure</p>			
7	<p>The LG Education Department has effectively inspected all registered primary schools<sup>2</sup></p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced:</li> </ul>	<p>There was no evidence that inspections took place, since the assessor was not availed copies of the inspection reports to ascertain that inspection had taken place. The DEO and DIS abandoned assessor in the DEOs office.</p>	0
	<p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul>		

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"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	<p>There was no evidence that the department discussed the inspection reports, for lack of the inspection reports themselves let alone lack of minutes as justification that the meeting took place.</p>	0
<p>Maximum 10 for this performance measure</p>				
8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	<p>There was no evidence that inspection reports were submitted to DES Gulu or Kampala, due to lack of acknowledgment by the the relevant office(s)</p>	0
<p>Maximum 10 for this performance measure</p>				
8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p>	<ul style="list-style-type: none"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>There was no evidence due to lack of minutes and/or documents to prove that inspection recommendations were followed up.</p>	0
<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>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data:               <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>There was evidence that submission of EMIS data was made for 55 schools on Email vide; Apac District Enrollment Vote 502 November 8th 2018, 4.26 pm. The data on PBS as the Approved Performance Contract Annex, generated on 23/07/2019 03:33 had 55 schools, an indication that there was consistency in the number of schools.</p>	5
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9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>The data/enrollment retrieved from MoES (57,375) and also that loaded on PBS with a population of 57.375 pupils as per the Approved Performance Contract Annex generated on 23/7/2019 03;33. EMIS and PBS data respectively therefore were consistent</p>	5
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**Governance, oversight, transparency and accountability**

10	<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>Apac DLG Education, Health and Sanitation Standing Committee which is responsible for Education met and discussed service delivery issues including inspection and supervision reports.</p> <p>This was evidenced by minutes of the Education, Health and Sanitation Standing Committee meetings held on 11th September, 2018 under MIN. 4/9/2018, 8th November, 2018 under MIN. 05/11/2018, 21st January, 2019 under MIN. 05/01/2019 and of 29th March, 2019 under MIN.5/03/2019 discussing reports of the Education sector.</p> <p>For instance, the Education, Health and Sanitation Standing Committee meeting held on 11th September, 2018 under MIN. 4/9/2018, the report on Education Sector discussed the general state of the government aided 57 primary schools, 3 secondary schools and 4 annexes in the district, the low staffing levels in most schools arising out of newly created Kwanja district, the progress of classroom construction at Ayomyeri P/S, Abongokongo P/S, Abura P/S and Agwiciri and the delayed payment of the Contractor, progress of construction of Agweng Seed Secondary School, and the inspection reports for 3rd and 4th quarter.</p> <p>The above Education Sector committee deliberations were presented to full Council Meeting of 4th-5th October, 2018 which deliberated and approved issues of the Education, Health and Sanitation Standing Committee under MIN.8/10/2018 .</p>	2
10	<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>The Education Sector committee presented issues that require approval to Council.</p> <p>This was confirmed by the Education, Health and Sanitation Standing Committee meeting deliberations which were presented to full Council consideration and approval at meetings held on 7th July, 2017, 4th-5th October, 2018, 19th-20th December, 2018, 30th -31st January, 2019, 2nd April, 2019 and 29th May, 2019 in the District Council Hall.</p> <p>For instance, in the full Council Meeting of 4th-5th October, 2018 under MIN. 8/10/2018, 19th-20th December, 2018 under MIN.3/12/2018 and 30th -31st January, 2019 under MIN. 05/01/2018 there was a discussion and approval of deliberations from the report of the Standing Committee on Health, Education and Sanitation.</p> <p>In the full Council meeting of 29th May, 2019 under MIN. 05/05/2019, the Council deliberated and approved the Education Sector budget allocation of UGX 7,809,323,000/= and work plan for FY 2019/20.</p>	2

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>The DEO had 42 (82%) files for School Management Committees, established as per the Second Schedule of the Education (Pre-Primary, Primary, and Post Primary) Act 2008. In the four (3) sampled schools ie, Alimo, Amocal and Ibuje discussed UPE capitation grant, for example at on 8th October 2018 at Amical a budget of UGX 2,800,000 for 3rd Term 2018, was discussed and approved by the SMC on 28th November 2018 under Min 06/ 2018</p>	3
12	<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	<p>There was evidence of display of UPE at the DEO's notice board for 3rd Term 2019. The three (3) schools visited had also displayed UPE capitation grant for all the terms in FY 2018/19 and FY 2019/20. For example at Amilo UGX 2,670,000 for 3rd Term 2018 was displayed. At Amical Term 11, 2018 UGX 2.350.000; Term 111, 2018 UGX 2,858,473 and Term 1 2019, UGX 3.330.000</p>	3

### Procurement and contract management

13	<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>The LG Education Department submitted their procurement plan on 27th April 2018. Some of the projects included: i) Rehabilitation of classrooms at Abong Okongo Primary School ii) Rehabilitation of classroom at Abura Primary School, iii) Rehabilitation of classrooms at Olelpele Primary School iv) Rehabilitation of classrooms at Agwiciri Primary School</p>	4
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### Financial management and reporting

14	The LG Education department has certified and initiated payment for supplies on time	Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.	Review of 3 payments made to suppliers for works and supplies for the sector revealed that requests for payment from suppliers were certified but payments not recommended on time.	0
	Maximum 3 for this performance measure		Request for payment for construction of 5 stance drainable latrine at Ayago Primary School, Akokoro Sub County was made by M/s Step Entertainment Limited on the 17th June 2019 and forwarded by DE for approval on the 20th June 2019, 3 days after the request was made by the contractor. Payment Certificate No 01 for UGX 18,765,002 was prepared by Road Inspector on the 19th June 2019 and authorised by DE, HM Ayago P/S, CFO and CAO, 2 days after request for payment was made by the contractor.	
			Request for payment for the rehabilitation of a 2 classroom block without office under SFG at Ollepek P/S in Apac Sub County was made by M/s Jogo Company (U) Ltd on the 4th March 2019 and forwarded by DEO for approval on the 20th June 2019, 108 days after request for payment was made by the contractor. Payment Certificate No 2 for UGX 2,159,702 was made by DE on the 21st June 2019, 109 days after request for payment was made by the contractor.	
			Request for payment for the construction of two classroom block with office and store at Abongokongo Primary School was made by M/s Muganwa Contractors Limited on the 21st June 2019 and request was forwarded by DE for approval on the same day i.e. 21st June 2019. Payment certificate No. 2 for UGX 3,217,347 was prepared by DE on the 21st June 2019, same day request for payment was made by the contractor.	
15	The LG Education 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 (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4	The Education department submitted the four Quarterly Reports for FY 2018/2019 to District Planner as indicated below: <ul style="list-style-type: none"> <li>o Quarter One Report was submitted on 6th November 2018</li> <li>o Quarter Two Report was submitted on 15th February 2019</li> <li>o Quarter Three Report was submitted on 30th May 2019</li> <li>o Quarter Four Report was submitted on 7th August 2019</li> </ul>	0
	Maximum 4 for this performance measure		The Education department submitted all the four quarterly reports but the fourth quarter was submitted on 7th August 2019 a date which was beyond the deadline of 15th July 2019 as required by the PFMA Act, 2015.	

16	LG Education has acted on Internal Audit recommendation (if any)	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>During the FY2018/19, the sector had several issues arising from the 4 quarterly internal audit. However, there is no evidence that the sector provided information to the internal audit on the status of implementation of all audit finding in FY 2018/19.</p>	0
	Maximum 4 for this performance measure	<ul style="list-style-type: none"> <li>o If sector has no audit query</li> </ul>	<p>Issues arising from the 4 quarterly internal audit reports.</p>	
		score 4	<p>Q1</p> <ul style="list-style-type: none"> <li>• Primary Schools <ul style="list-style-type: none"> <li>o Lack of land titles or legal ownership of primary schools by Council</li> <li>o Poor maintenance of records and financial management</li> <li>o Lack of housing and hostile environment to Primary School Staff</li> </ul> </li> <li>o Lack of supplier numbers to school and the teachers</li> </ul>	
		<ul style="list-style-type: none"> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> </ul>		
		<ul style="list-style-type: none"> <li>o If all queries are not responded to score 0</li> </ul>	<p>Q4</p> <ul style="list-style-type: none"> <li>• Primary Schools <ul style="list-style-type: none"> <li>o Poor management of financial records i.e. no vote books, no cash analysis books and ledger books</li> </ul> </li> <li>• Unaccounted for funds <ul style="list-style-type: none"> <li>o Primary Schools UGX 8,900,000</li> </ul> </li> </ul>	

**Social and environmental safeguards**

17	LG Education Department has disseminated and promoted adherence to gender guidelines	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>	<p>There was no evidence that the gender focal person disseminated guidelines, due lack of documentation in terms of minutes for the meeting and/or handout(s) to schools. At the schools sampled, there was no evidence either.</p>	0
	Maximum 5 points for this performance measure			
17	LG Education Department has disseminated and promoted adherence to gender guidelines	<ul style="list-style-type: none"> <li>• Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>No evidence was produced, by way of minutes for the meeting or even written guidelines for distribution to the head teachers and where they had signed for them.</p>	0
	Maximum 5 points for this performance measure			

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>There was evidence of SMCs meeting the guideline on gender composition. In all the forty two (42) SMC's the provision of having a minimum of two women on the committee was adhered to. At the three schools sampled, the following was found: Amilo had two (2), Amocal two (2) and Ibuje four (4) women respectively, out of a total of 13 members for each SMC.</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul>	<p>There was evidence that the education in collaboration with the environment departments respectively, had issued guidelines authored by NEMA on environment and also explained/disseminated them at the head teachers meeting held on 29th May 2019</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>	<p>There was no evidence to the assessor, due to lack of filled screening and signed forms for projects before approval of construction using the checklist.</p>	0
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>	<p>There was no evidence that the CDO visited the sites, since there were no reports indicating whether the mitigation plans were complied with..</p>	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human resource planning and management</b>				
1	<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>According to the performance contract 2019/2020 (Generated on 23/07/2019 03:33), the wage IPFs for primary health workers for the FY 2019/2020 was 4,194,539,179/=.</p> <p>First quarter wage performance report for the current year submitted indicated an average wage requirement of 3,874,595,352/= for the year 2019/2020 resulting in a surplus of 319,943,827/=. This indicated that 92% of the structure for primary health workers with a wage bill provision from PHC wage for the current FY had been filled.</p>	8
2	<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was evidence that the health department submitted the recruitment plan that was in the signed performance contract 2019/2020 generated on (Generated on 23/07/2019 03:33).</p> <p>A letter to CAO copied to HRM dated 6th February 2019 was provided as evidence of that submission.</p>	6
3	<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	<p>Not all the in-charges of health facilities in Apac LG were appraised in FY 2018/19. For instance;</p> <p>In-charge of Teboke HC III was not appraised as there was no evidence of appraisal in his file.</p> <p>In-charge of Ollepek HC III was not appraised either as there was no evidence availed to the assessor;</p> <p>Alenga HC III In-charge, Alobo Musa was not appraised;</p> <p>Likewise, there was no evidence for appraisal of In-charges for Atar HC II, Chegere HC II, Ayago HC II, among others.</p> <p>Some In-charges were however appraised and these include; Ongom Robert Charles of Wansolo HC II was appraised on 26th Nov 2018 by Abalo Susan.</p> <p>Out of the 14 staff files reviewed, 4 were appraised giving a percentage of 14%</p>	0

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

Maximum 4 points for this performance measure

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

Review of the list submitted with the budget in the performance contract for 2019/2020 (Generated on 23/07/2019 03:33) indicated that there were, at;

Apac hospital 20 enrolled midwives & 34 enrolled nurses. Over all, there were 188 health workers at the facility. That was consistent with the deployment list obtained from the DHO.

Teboke HCIII had 4 enrolled midwives & 5 enrolled nurses. That was not consistent with the deployment list obtained from the DHO that indicated that there were 4 enrolled nurses deployed there. Overall there were 22 staff deployed at the facility.

Chegere HCII had 1 enrolled midwife & 1 enrolled nurse. In addition there were, overall 7 PHC workers at the facility this was consistent with the deployment list obtained from the DHO.

## Monitoring and Supervision

5

0

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

Maximum 6 for this performance measure

• 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

No evidence was provided at Apac Hospital, Ibuje HCIII, Teboke HCIII & Chegere HCII to indicate that they had received from the DHO a copy of the Sector Grant and Budget Guidelines to Local Governments FY 2019/2020 as a prioritised guideline by MoH.

No evidence in the form of minutes of meetings or submission letters or email to health unit in-chargers was provided in which the DHO communicated the "Sector Grant and Budget Guidelines to Local Governments FY 2019/2020" as a prioritised guideline by MoH.

5

0

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

Maximum 6 for this performance measure

• 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

Review of DHT meeting minutes dated 3rd July 2018, 10th January 2019, 16th April 2019, 30th April 2019 plus those of the extended DHT meeting dated 13th May 2019 revealed that there was no record to indicate that the DHO had explained the Sector Grant and Budget Guidelines to Local Governments FY 2019/20 to health facility in-charges.

6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>No evidence was provided to indicate that Apac hospital had been supervised by the DHT at least once in a quarter during FY 2018/2019.</p> <p>There was no collaboration between the supervision log book at Apec hospital and the integrated support supervision reports provided by the DHT for FY 2018/2019. The supervision log book had no log for integrated support supervision by the DHT for FY 2018/2019. Hence the assessment team could not authenticate the 2 reports that were provided and dated as follows: 30th September 2018 and 10th April.</p>	0
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>• If 100% supervised: score 3</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60% - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	<p>The DHT and Apac HSD (Apec hospital) did not provide evidence to indicate that the HSD had supervised all 16 lower level health facilities at least once in a quarter during FY 2018/2019.</p> <p>For instance, there was no collaboration between evidence in supervision log books at Ijuje HCIII, Teboke HCIII &amp; Chegere HCII with the integrated support supervision reports provided by the HSD for FY 2018/2019.</p> <p>Evidence in the supervision log books at the respective health facilities indicated that integrated support supervision had been conducted on the following dates:</p> <ul style="list-style-type: none"> <li>• At Teboke HCII there were only 2 of the quarterly logs for FY 2018/2019. These were dated: 31st October 2018 and 20th February 2019;</li> <li>• At Chegere HCII there were only 2 of the quarterly logs for FY 2018/2019. These were dated: 9th November 2018 &amp; 30th January 2019;</li> <li>• At Bata HCIII there were only 2 of the quarterly logs for FY 2018/2019. These were dated: 8th November 2018 &amp; 12th March 2019;</li> <li>• At Ijuje HCIII there were only 2 of the quarterly logs for FY 2018/2019. These were dated: 25th October 2018 &amp; 3rd July 2019.</li> </ul> <p>Hence the assessment team could not authenticate the reports that were provided dated as follows: 4th October 2019, 7th January 2019, 5th April 2019 and 5th August 2019.</p>	0

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"> <li>• 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</li> </ul>	<p>DHT (including the HSD) did not avail the all the mandatory quarterly integrated support supervision reports for FY 2018/2019, hence there were no reports in each quarter to be discussed and used to make recommendations.</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"> <li>• Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6</li> </ul>	<p>There was no evidence to indicate that recommendations had been followed up with specific activities (in each quarter).</p>	0
	<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"> <li>• Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>All 17 health facilities receiving PHC funding listed in the performance contract for 2019/2020 (Generated on 23/07/2019 03:33) are consistent with the list of health facilities submitting HIMS reports as indicated in the report for HMIS 105 reporting rate for July to September 2019.</p>	10
	<p>Maximum 10 for this performance measure</p>			

**Governance, oversight, transparency and accountability**

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

Maximum 4 for this performance measure

- Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2

Apac DLG Education, Health and Sanitation Standing Committee which is responsible for Health met and discussed service delivery issues including inspection and supervision reports.

This was evidenced by minutes of the Education, Health and Sanitation Standing Committee meetings held on 11th September, 2018 under MIN. 4/9/2018, 8th November, 2018 under MIN. 05/11/2018, 21st January, 2019 under MIN. 05/01/2019 and of 29th March, 2019 under MIN.5/03/2019 discussing reports of the Health sector.

For instance, the Education, Health and Sanitation Standing Committee meeting held on 11th September, 2018 under MIN. 4/9/2018, the report on Health Sector discussed the general state of health services in the 13 HC II's, 5 HC III's and in Apac Hospital, reduction in staff after creation of Kwania District, cycle 1 medical supplies in the district, financing gaps in the 1st quarter PHC releases, donor projects- RHITES NORTH LANGO and SARAMA – Strengthening Uganda Response to Malaria Project, monitoring and supervision reports and the progress report on the renovation of Apac hospital.

The above Health Sector committee deliberations were presented to full Council Meeting of 4th-5th October, 2018 which deliberated and approved issues of the Education, Health and Sanitation Standing Committee under MIN.8/10/2018.

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

Maximum 4 for this performance measure

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

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

This was confirmed by the Education, Health and Sanitation Standing Committee meeting deliberations which were presented to full Council consideration and approval at meetings held on 7th July, 2017, 4th-5th October, 2018, 19th-20th December, 2018, 30th -31st January, 2019, 2nd April, 2019 and 29th May, 2019 in the District Council Hall.

For instance, in the full Council Meeting of 4th-5th October, 2018 under MIN. 8/10/2018, 19th-20th December, 2018 under MIN.3/12/2018 and 30th -31st January, 2019 under MIN. 05/01/2018 there was a discussion and approval of deliberations from the report of the Standing Committee on Health, Education and Sanitation.

In the full Council meeting of 29th May, 2019 under MIN. 05/05/2019, the Council deliberated and approved the Health Sector budget allocation of UGX 6,427,615,000/= and work plan for FY 2019/20.

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):	Evidence was adduced to the effect that not all health facilities had functional HUMCs. For instance only 3 of the 4 health facilities provided evidence that they had held the mandatory quarterly HUMC meeting and discussed budget and resource issues. The following are the meetings per facility visited:	2
	Maximum 6 points	<ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul>	<ul style="list-style-type: none"> <li>• Apec hospital provided all quarterly HUMC meeting minutes for FY 2018/2019. But these did not have minutes to indicate that budget and resource issues had been discussed. These were dated: 29th November 2018, 21st December 2018, 28th February 2019 &amp; 7th June 2019;</li> <li>• Teboke HCIII provided all the mandatory quarterly HUMC meeting minutes for FY 2018/2019. These were dated: 5th October 2018, 21st December 2018, 29th March 2019 &amp; 3rd July 2019;</li> <li>• Ibuje HCIII provided all the mandatory quarterly HUMC meeting minutes for FY 2018/2019. These were dated: 17th July 2018, 18th January 2019, 21st February 2019 &amp; 16th May 2019;</li> <li>• Chegere HCII provided all the mandatory quarterly HUMC meeting minutes for FY 2018/2019. These were dated: 5th October 2018, 5th January 2019, 14th March 2019 and 27th June 2019.</li> </ul>	
11	The LG has publicised all health facilities receiving PHC non-wage recurrent grants	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul>	<p>All health facilities visited (Apac Hospital, Ibuje HCIII, Teboke HCIII &amp; Chegere HCII) had a posting on their public notice board of PHC non-wage recurrent grants received.</p> <p>In addition, there was a posting of all 17 health facilities that received PHC non-wage recurrent grants for quarter 2 of FY19/20 on the public notice board at the DHOs office.</p>	4
	Maximum 4 for this performance measure			

**Procurement and contract management**

12	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	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	There was a health department procurement work plan for FY 2019/2020 presented as evidence. The following are its details: Prepared by DHO on the 9th April 2019, received by PDU on the 9th April 2019. The following was the items on it: (1) Rehabilitation and facelift of DHOs office block.	2
	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"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>There was a copy of form PP1 with a subject of procurement - construction of one block of a semi-detached staff house with three units at Ollepek HCIII was submitted on the 26th July 2018 by DHO to the PDU. It was confirmed by CAO on the same day.</p>	2
	<p>Maximum 4 for this performance measure</p>			
13	<p>The LG Health department has certified and initiated payment for supplies on time</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>Review of 3 payments made to suppliers for works and supplies for the sector revealed that requests for payment from suppliers were certified but payments were not recommended on time.</p>	0
	<p>Maximum 4 for this performance measure</p>		<p>Request for payment for the renovation of female ward at Apac Hospital was made by M/s Robling Enterprises Limited on the 24th June 2019. Request was recommended for approval by Medical Superintendent and forwarded by DHO for approval on the 26th June 2019, 2 days after request for payment was made by the contractor. Payment Certificate No. 02 for UGX 97,062,811 was prepared by DE on the 24th June 2019 and signed off by Hospital Superintendent and DHO on the 26th June 2019, 2 days after request for payment was made by the contractor.</p>	
			<p>Request for payment for the renovation of female ward at Apac Hospital was made by M/s Robling Enterprises Limited on the 21st May 2019. Request was recommended for approval by Medical Superintendent and forwarded by DHO on the 22nd May 2019, a day after the request for payment was made by the contractor. Payment Certificate No. 01 for UGX 122,684,103 was prepared by DE on the 21st May 2019 and signed off by Hospital Superintendent on the 22nd May 2019, a day after request for payment was made by the contractor.</p>	
			<p>Request for payment for the renovation of an OPD and construction of a modern laboratory at Apac District Hospital was made by M/s Greenland Building Contractor and Civil Engineers Ltd on the 14th March 2019. Request was recommended by DE for approval on the 29th May 2019, 76 days after request for payment was made by the contractor. Payment Certificate 03 for UGX 30,711,731 was prepared by DE on the 29th May 2019 and signed off by DHO on the 26th June 2019, 103 days after the request for payment was made by the contractor.</p>	

14	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>The Health department submitted the four Quarterly Reports for FY 2018/2019 to District Planner as indicated below:</p> <ul style="list-style-type: none"> <li>o Quarter One Report was submitted on 6th November 2018</li> <li>o Quarter Two Report was submitted on 15th February 2019</li> <li>o Quarter Three Report was submitted on 29th May 2019</li> <li>o Quarter Four Report was submitted on 31st July 2019</li> </ul> <p>The Health department submitted all the four quarterly reports and the fourth quarter was submitted on 31st July 2019 a date which was beyond the deadline of 15th July 2019 as required by the PFMA Act, 2015.</p>	0
	<p>Maximum 4 for this performance measure</p>			
15	<p>LG Health department has acted on Internal Audit recommendation (if any)</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p>	<p>During the FY2018/19, the sector had several issues arising from the 4 quarterly internal audit. However, there is no evidence that the sector provided information to the internal audit on the status of implementation of all audit finding in FY 2018/19.</p>	0
	<p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• If sector has no audit query: Score 4</li> <li>• If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>• If all queries are not responded to Score 0</li> </ul>	<p>Issues arising from the 4 quarterly internal audit reports.</p> <p>Q1</p> <ul style="list-style-type: none"> <li>• Health Department <ul style="list-style-type: none"> <li>o Lack of fences around Apac Hospital</li> <li>o Drugs out of stock</li> <li>o Expired drugs</li> <li>o Wrong mapping/overlapping/exaggeration of population</li> <li>o Renovation of OPD in Apac main Hospital taken long</li> <li>o Renovation of Apac Hospital Mortuary but no handover made to Apac DLG</li> </ul> </li> </ul> <p>Q2</p> <ul style="list-style-type: none"> <li>• Health Centres <ul style="list-style-type: none"> <li>o Lack of ownership and land titles</li> <li>o Shortage of staff at lower health centres</li> <li>o Health Centres lack power for operations especially at night</li> <li>o Inadequate housing of staff in facilities i.e. Alado HC II, Chegere HC II and Atar HC II</li> <li>o Water Sources i.e. boreholes is old, congested and others spoil</li> <li>o No system of financial management in health facilities</li> </ul> </li> </ul>	

- o Inadequate drug stores in all the health facilities visited
- o Expired drugs kept in Atar HC II side by side with ones in use
- o Lack of stores documents i.e. GRNs and Stores Issue Vouchers

Q4

- Health Centres
  - o Health Centres lack land titles
  - o Shortage of staff in lower health facilities in Apoi HC III, Kidilani HC II and Olepek HCII
  - o Health facilities lack power for lighting at night
  - o Inadequate housing at Apoi health centre III, Kidilani HC II and Olepek HC II
  - o Water Source at Apoi HC III i.e. borehole is far from facility
  - o Maternity wards and General wards at Apoi HC III is getting dilapidated
  - o No system of financial management in some health facilities i.e. no vote books, ledgers and cash books
  - o Inadequate space for drug stores and in some cases expired drugs kept within the same building
  - o Lack of stores documents in Health Centres i.e. GRNs and stores issue vouchers
  - o Renovation of female ward at Apac Main Hospital complete but not yet handed over
- Unaccounted for funds
  - o Health Centres UGX 14,761,189

**Social and environmental safeguards**

16

2

Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.

- Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30

There was evidence that all Health Unit Management Committees (HUMCs) met the gender composition as per guideline. For instance;

- Apac HC Hospital – 5 out of 11 members were female
- Ibuje HCIII – 2 out 6 members were female,
- Chegere HCII – 4 out of 5 members were female

% women: score 2

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"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	OPD toilet facilities at (Apac Hospital, Ibuje HCIII, Teboke HCIII & Chegere HCII) were separated for men and women. In addition there were sanitation & Hygiene guideline posted on all notice boards at the health facilities visited.	2
	Maximum 4 points			
17	LG Health department has ensured that guidelines on environmental management are disseminated and complied with	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<p>No evidence was provided to indicate that all 5 health facility infrastructure projects implemented during FY 2018/2019 had been screened before approval for construction. For instance:</p> <p>No Screening forms were presented for: (1) rehabilitation of the female ward at Apac hospital, (2) construction of OPD block at Olelpek HCIII, (3) construction of one block of a semi-detached staff house with three units at Olelpek HCIII, (4) face lift and rehabilitation of staff house at Olelpek HCIII and (5) construction of 4 stance drainable pit latrine at Olelpek HCIII.</p>	0
	Maximum 4 points for this performance measure			
17	LG Health department has ensured that guidelines on environmental management are disseminated and complied with	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2</li> </ul>	No Inspection report signed by both the EO & CDO were provided as evidence that the implemented health facility infrastructure projects of 2018/2019 had been screened and inspected to ensure that the risk mitigation plans had been complied with.	0
	Maximum 4 points for this performance measure			
18	The LG Health department has issued guidelines on medical waste management	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4.</li> </ul>	All health facilities visited during the assessment period (Apac Hospital, Ibuje HCIII, Teboke HCIII & Chegere HCII) had guidelines in place on the management of medical waste. All had the guideline on the segregation of medical waste.	4
	Maximum 4 points			

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
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**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"> <li>• Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY:               <ul style="list-style-type: none"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>Information from the MIS indicated that, the district safe water coverage was 75%. The district has four (4) sub counties and safe water coverage per sub county was; Akokoro 65%, Apac 87%, Chegere 90% and Ibuje 71%. Two of the four sub counties- Akokoro and Ibuje were below district safe water average coverage.</p> <p>For the FY 2019/2020, the district Water department targeted budget allocations to all the sub counties irrespective of their safe water coverage as evidenced in the approved budget estimates 2019/2020 generated on 23th July 2019. The district budgeted for ten (10) boreholes; Akokoro 3, Apac 2, Chegere 2 and Ibuje 3. Out of ten (10) boreholes to be implemented in the FY 2019/2020, six (6) were in sub counties below safe coverage which translated to <math>6/10 \times 100 = 60\%</math>.</p>	4
2	<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.               <ul style="list-style-type: none"> <li>o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15</li> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>The approved budget estimates 2018/2019 generated on 7th July 2018 showed that the district water department budgeted and implemented budgeted water projects in all sub counties in the district as indicated below; Akokoro 2, Apac 3, Chegere 2 and Ibuje 3 in the previous FY 2018/2019. The district implemented ten (10) boreholes, five (5) of them in sub counties which had coverage below district average which translated to <math>5/10 \times 100 = 50\%</math>.</p>	0

**Monitoring and Supervision**

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

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

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

Maximum 15 points for this performance measure

- 80% - 95% of the WSS facilities -

monitored: score 10

- 70 - 79%: score 7

- 60% - 69% monitored: score 5

- 50% - 59%: score 3

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

Reviewed documentation revealed that water and sanitation facilities constructed by district water department in the FY 2018/2019 were monitored. That was revealed in a report of sectoral committee of works, technical and community based services monitoring FY 2018/2019 dated 19th July 2019.

The monitoring took place in two phases; from 8th to 9th January 2019 and 23rd to 24th May 2019. There was also a monitoring report by works committee dated 22nd May 2019. The evidence provided indicated that the projects (both water and sanitation) implemented in the FY 2018/2019 were monitored which put water and sanitation monitoring at about 100%.

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

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

Information provided in form 1s submitted to the MWE indicated that ten (10) water sources were drilled and constructed in FY 2018/19. These included; Aluga central, Alaro, Anyai A, Baropok B, Obani, Anyambazi B, Akaoidebe, Acinaga, Aberidwogo and Adingdongo. This information matched with the information contained in the district fourth quarter performance report received by the MWE on 2nd August 2019. Likewise, MIS reports of 2018/2019 on point water sources indicated that nine out of ten water sources were captured in the MIS report.

Maximum 10 for this performance measure

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

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

The reviewed MIS reports of 2018/2019 on point water sources indicated that nine (9) water sources (Aluga central, Alaro, Anyai A, Baropok B, Obani, Anyambazi B, Akaoidebe, Acinaga and Aberidwogo) drilled and constructed in the previous FY 2018/2019 were included in the system and also appeared in the district performance report.

Maximum 10 for this performance measure

5	<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>There was evidence that water sector submitted in put for the district procurement plan to PDU that covered all investment items in the approved Sector annual work plan and budget. However the submission was made on 17th May 2019, which was beyond the dead line of 30th April.</p>	0
	<p>Maximum 4 for this performance measure</p>			
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p>	<ul style="list-style-type: none"> <li>• If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>In an appointment letter dated 28th December 2018 and signed by deputy CAO, the district appointed a contract manager/supervisor (Nelson Okello) for both deep wells siting, drilling and installation and construction of a 5 stance latrine at Ayago main market. During assessment, a contract management plan and supervision reports for FY 2018/2019 were viewed. Drilling reports for ten (10) deep wells dated 14th March 2019 and 9th May 2019 respectively were also available including a progress report on construction of a five stance drainable pit latrine dated 24th May 2019. Likewise, a report on pump testing dated 24th May 2019 was seen. All reports were signed by the district water officer.</p>	2
	<p>Maximum 8 points for this performance measure</p>			
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p>	<ul style="list-style-type: none"> <li>• If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>All designs for water supply and sanitation facilities were approved by the District Engineer and were availed for assessment. Three (3) water projects Acinanga, Baropok and Anyambazi B boreholes implemented in the previous FY 2018/2019 were inspected. All the facilities were found well designed as per the specifications and functioning satisfactorily. For example; water was clean, apron slab had a smooth finishing and raised edge, and the drainage channel sloped away from the apron slab.</p>	2
	<p>Maximum 8 points for this performance measure</p>			

6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p>	<ul style="list-style-type: none"> <li>• If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>There was evidence of handover of completed Water point projects by the contractor. For instance, a joint commissioning report of twelve (12) deep well (10 under DWSSCG and 2 under international lifeline fund) was in place. There were also copies of handover by the contractor to the community that were availed for assessment. Handover for Anyambazi B and Baropok boreholes was done on 27th May 2019. The handover was witnessed by the chairman LC III Chegere and chairman L.C.1 Baropok respectively. However there was no evidence of handover for the 5-stance drainable latrine at Ayago main market.</p>	0
	<p>Maximum 8 points for this performance measure</p>			
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p>	<ul style="list-style-type: none"> <li>• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>A copy of completion report and a substantial completion certificate for ten (10) boreholes dated 30th May 2019 and 17th June 2019 respectively were availed for assessment. However there was no evidence of certification for the 5-stance drainable latrine at Ayago main market.</p>	0
	<p>Maximum 8 points for this performance measure</p>			
7	<p>The district Water department has certified and initiated payment for works and supplies on time</p>	<ul style="list-style-type: none"> <li>• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<p>Review of 2 payments made to suppliers for works and supplies for the sector revealed that requests for payment from suppliers were certified but payments not recommended on time.</p>	0
	<p>Maximum 3 for this performance measure</p>		<p>Request for payment for Borehole Rehabilitation was made by M/s Lokosi Investments Ltd on the 26th March 2019. Request was forwarded by the DWO for approval on the 18th April 2019, 23 days after request for payment was made by the contractor. Payment Certificate No 01 for UGX 67,744,945 was prepared on the 17th April 2019 by the DE, 22 days after request for payment was made by the contractor.</p>	
			<p>Request for payment for siting, drilling and installation of 18 boreholes was made by M/s Icon Projects Limited on the 24th May 2018. Request was recommended by DHO on the 6th September 2018, 105 days after request for payment was made by the contractor. Payment certificate No. 1 for UGX 244,745,353 was prepared and signed off by the DWO on the 5th August 2018, 73 days after request for payment was made by the contractor.</p>	

**Financial management and reporting**

8	The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning Unit	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>The Water department submitted the four Quarterly Reports for FY 2018/2019 to District Planner as indicated below:</p> <ul style="list-style-type: none"> <li>o Quarter One Report was submitted on 6th November 2018</li> <li>o Quarter Two Report was submitted on 15th February 2019</li> <li>o Quarter Three Report was submitted on 30th May 2019</li> <li>o Quarter Four Report was submitted on 31st July 2019</li> </ul>	0
	Maximum 5 for this performance measure		The Water department submitted all the four quarterly reports but the fourth quarter was submitted on 31st July 2019, a date which was beyond the deadline of 15th July 2019 as required by the PFMA Act, 2015.	
9	The District Water Department has acted on Internal Audit recommendation (if any)	<ul style="list-style-type: none"> <li>• 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</li> </ul>	Review of the 4 quarterly internal audit reports for FY 2018/19 revealed that the sector did not have any internal audit queries in the FY 2018/19.	5
	Maximum 5 for this performance measure	<ul style="list-style-type: none"> <li>o If sector has no audit query score 5</li> <li>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</li> <li>o If queries are not responded to score 0</li> </ul>		

**Governance, oversight, transparency and accountability**

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

Maximum 6 for this performance measure

- Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3

Apac DLG Standing Committee responsible Works, Technical and Community Services met and discussed water service delivery issues including contracted water projects, inspection and supervision reports. For instance;

Meetings held on 12th September, 2018 under MIN. 6/09/2018, 27th November, 2018 under MIN.5/11/2018, 18th January, 2019 under MIN.5/01/2019 and that of 21st March, 2019 under MIN.7/03/2019 discussed reports of the Water sector.

Meeting held 12th September, 2018 under MIN. 6/09/2018, the report on Water Sector discussed progress of the rain water projects in the sub counties of Ibuye and Akokoro, silting and drilling of 10 boreholes, rehabilitation of 15 boreholes and the construction of VIP latrines at Pabbo and Ogwi landing sites.

The above Water Sector committee deliberations were presented to full Council Meeting of 4th-5th October, 2018 which deliberated and approved issues of the Works, Technical and Community Services Standing Committee under MIN. 8/10/2018.

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

Maximum 6 for this performance measure

- Evidence that the water sector committee has presented issues that require approval to Council: score 3

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

This was confirmed by the Works, Technical and Community Services Standing Committee meeting deliberations which were presented to full Council consideration and approval at meetings held on 7th July, 2017, 4th-5th October, 2018, 19th-20th December, 2018, 30th -31st January, 2019, 2nd April, 2019 and 29th May, 2019 in the District Council Hall.

Council Meeting of 4th-5th October, 2018 under MIN. 8/10/2018, 19th-20th December, 2018 under MIN.3/12/2018 and 30th -31st January, 2019 under MIN. 05/01/2018 there was a discussion and approval of deliberations from the report of the Standing Committee on Works, Technical and Community Services.

Council meeting of 29th May, 2019 under MIN. 05/05/2019, the Council deliberated and approved the Water Sector budget allocation of UGX 428,797,000/= and work plan for FY 2019/20.

11	The district Water department has shared information widely to the public to enhance transparency	<ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	There was evidence that the AWP and the Water Development grant releases and expenditures were clearly displayed on the District Notice Boards as per the PPDA Act. For example, there was a display on submission of AWP for FY 2019/2020, indicating quarter 1 release and expenditure limit and quarter two release and expenditure limit dated 31st July 2019.	2
	Maximum 6 points for this performance measure			
11	The district Water department has shared information widely to the public to enhance transparency	<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	From the sampled Water projects, it was found that water supply sources (Baropok, Anyimbazi B and Acinanga) were clearly labelled on the apron slab indicating the name of the source (Village), the DWD Number, the FY, the date of construction and the contractor. However the sanitation facility (latrine at Ayago main market) that was constructed in the FY 2018/2019 was not visited. It was out of reach due to poor state of roads.	2
	Maximum 6 points for this performance measure			
11	The district Water department has shared information widely to the public to enhance transparency	<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	Information on tenders and contract awards (indicating contractor name /contract and contract sum) were displayed on the District Notice Boards.  For examples; there was a display of best evaluated bidders for pre-qualification for works, services and supplies FY 2019/2020 dated 3rd September 2019 and bid notice under open national bidding ITB No. 002/2019-20.	2
	Maximum 6 points for this performance measure			
12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	There was no information availed for assessment to show that communities apply for water as per sector critical requirements.	0
	Maximum 3 points for this performance measure			

12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii) (carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>The sampled WSS facilities had functional committees as evidenced below. The water sources Acinanga, Baropok and Anyimbazi B boreholes were fenced, the surrounding was clean and functioning satisfactorily. However the sanitation facility (latrine at Ayago main market) that was constructed in the FY 2018/2019 was not inspected. It was out of reach due to poor state of roads.</p>	2
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**Social and environmental safeguards**

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>Considering the sampled WSS projects that were implemented in the FY 2018/2019, there was evidence of environmental and social screening. For example, Acinanga, Baropok and Anyimbazi B boreholes there were screening forms (ESSF) filled and signed by district environmental officer dated 7th August 2018, 8th August 2018 and 13th August 2018 respectively. The availed evidence indicated that environmental and social screening for the drainable latrine at Ayago main market was done on 6th June 2019.</p>	2
13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>There was proof of follow up on environmental concerns. For example, for water facilities (Acinanga, Baropok and Anyimbazi B) revegetation was done. Trees and grass were planted to restore the vegetation. That was evidenced in the environmental monitoring reports dated 13th May 2019 signed by district environmental officer.</p>	1

13	<p>The LG Water department has devised strategies for environmental conservation and management</p>	<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>For the sampled construction and supervision contracts section 6, technical specifications clause 2 was about environmental protection of the site.</p>	1
	<p>Maximum 4 points for this performance measure</p>			
14	<p>The district Water department has promoted gender equity in WSC composition.</p>	<ul style="list-style-type: none"> <li>If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3</li> </ul>	<p>Reviewed information on submitted form 1s on point water sources for FY 2018/2019 revealed that at least 50% WSCs were women and at least one occupied a key position (chairperson, secretary or treasurer) as per the sector critical requirements. For example; considering the sampled water projects Anyambazi B five (5) were female and the chairperson and treasurer were female while the remaining four (4) positions were occupied by male. For Baropok B five (5) were female, two occupied the position of secretary and vice chairperson while the remaining four (4) were male. For Acinanga five (5) were female, two occupied the position of treasurer and chairperson while the remaining four (4) were male.</p>	3
	<p>Maximum 3 points for this performance measure</p>			
15	<p>Gender and special needs-sensitive sanitation facilities in public places/</p>	<ul style="list-style-type: none"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	<p>All the sanitation facilities constructed by the district water department were out of reach due to the poor state of the roads. Therefore, they were not assessed.</p>	3
	<p>RGCs provided by the Water Department.</p>			
	<p>Maximum 3 points for this performance measure</p>			