



Local Government Performance Assessment

Rubanda District

(Vote Code: 616)

Assessment	Scores
Crosscutting Minimum Conditions	72%
Education Minimum Conditions	100%
Health Minimum Conditions	90%
Water & Environment Minimum Conditions	90%
Micro-scale Irrigation Minimum Conditions	0%
Crosscutting Performance Measures	67%
Educational Performance Measures	84%
Health Performance Measures	91%
Water & Environment Performance Measures	68%
Micro-scale Irrigation Performance Measures	5%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	Service Delivery Outcomes of DDEG investments Maximum 4 points on this performance measure	<ul style="list-style-type: none"> • Evidence that infrastructure projects implemented using DDEG funding are functional and utilized as per the purpose of the project(s): • If so: Score 4 or else 0 	<p>There was only one project funded by DDEG in the District and placed in the Works Department in FY 2019/2020. Project Name: Construction of Rushayu -Karengyere Road budgeted at shs 53,000,000. Expenditure on 30th June, 2020 amounted to shs 59,887,000 as reflected on page 82 of the 4th Quarter Performance Report for FY 2019/2020.</p> <p>The project was captured on page 95 of the District AWP.</p>	4
2	Service Delivery Performance Maximum 6 points on this performance measure	<p>a. If the average score in the overall LLG performance assessment increased from previous assessment :</p> <ul style="list-style-type: none"> o by more than 10%: Score 3 o 5-10% increase: Score 2 o Below 5 % Score 0 	Not Applicable	0
2	Service Delivery Performance Maximum 6 points on this performance measure	<p>b. Evidence that the DDEG funded investment projects implemented in the previous FY were completed as per performance contract (with AWP) by end of the FY.</p> <ul style="list-style-type: none"> • If 100% the projects were completed : Score 3 • If 80-99%: Score 2 • If below 80%: 0 	There was only one project funded by DDEG – Construction of Rushayu - Karengyere Road	3

3	Investment Performance Maximum 4 points on this performance measure	a. If the LG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation guidelines: Score 2 or else score 0.	There was only one project funded by DDEG – Construction of Rushayu - Karengyere Road.	2
3	Investment Performance Maximum 4 points on this performance measure	b. If the variations in the contract price for sample of DDEG funded infrastructure investments for the previous FY are within +/-20% of the LG Engineers estimates, score 2 or else score 0	In 2019/20, two projects were implemented using DDEG namely; completion of Rubanda office block and maintenance of Rushayu - Karengyere Road. For completion of the Rubanda office block, the engineer's estimate was 150,000,000 and contract price of 146,000,000. This had a variation of +2.7%. For the maintenance of Rushayu - Karengyere, there was no variation since the project was implemented on force account and so no contract price.	2

Performance Reporting and Performance Improvement

4	Accuracy of reported information Maximum 4 points on this Performance Measure	a. Evidence that information on the positions filled in LLGs as per minimum staffing standards is accurate, score 2 or else score 0	From the staff list and staff structure for FY 2020/2021 dated 29th October, 2020 obtained from the Principal Human Resources Officer for the sampled LLGs, there was evidence on page 1, and 3 that the information on positions of Senior Assistant Secretaries (SAS), Community Development Officers, (CDOS and)Senior Accounts Assistants (SAA) filled in Lower Local Governments was accurate as per minimum staffing Standards. The sampled LLGS included; 1. Ikumba sub county 2. Muko sub county 3. Rubanda Town Council	2
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4	<p>Accuracy of reported information</p> <p>Maximum 4 points on this Performance Measure</p>	<p>b. Evidence that infrastructure constructed using the DDEG is in place as per reports produced by the LG:</p> <p>• If 100 % in place: Score 2, else score 0.</p> <p>Note: if there are no reports produced to review: Score 0</p>	<p>Rubanda DLG submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY 2019/2020 by August 31 of the current Financial Year through PBS on line as follows:</p> <p>1st Quarter on 04/01/2020;</p> <p>2nd Quarter on 04/02/2020;</p> <p>3rd Quarter on 15/05/2020;</p> <p>4th Quarter on 31/08/2020.</p> <p>District reports indicated the existence of the project including the Quarterly Budget Performance Reports. Supervision and monitoring reports dated 31st December, 2019 reference CR/EC/RDLG/19 and another dated 15th May, 2020 reference CR/EC/RDLG/28.</p>	2
5	<p>Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that the LG conducted a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise;</p> <p>If there is no difference in the assessment results of the LG and national assessment in all LLGs</p> <p>score 4 or else 0</p>	Not applicable	0
5	<p>Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>b. The District/ Municipality has developed performance improvement plans for at least 30% of the lowest performing LLGs for the current FY, based on the previous assessment results.</p> <p>Score: 2 or else score 0</p>	Not Applicable	0
5	<p>Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>c. The District/ Municipality has implemented the PIP for the 30 % lowest performing LLGs in the previous FY:</p> <p>Score 2 or else score 0</p>	Not Applicable	0

6	<p>Budgeting for and actual recruitment and deployment of staff</p> <p>Maximum 2 points on this Performance Measure</p>	<p>a. Evidence that the LG has consolidated and submitted the staffing requirements for the coming FY to the MoPS by September 30th, with copy to the respective MDAs and MoFPED.</p> <p>Score 2 or else score 0</p>	<p>There was evidence that the District consolidated and submitted staffing requirements for the coming FY 2021/2022 to the Ministry of Public Service by 30th September 2020 as per the letter dated 21st September, 2020 that was received by the ministry of Public Service on 24th September 2020 with the copy to Ministry of Finance Planning and Economic Development and Ministry of Local Government.</p>	2
7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>a. Evidence that the District/Municipality has conducted a tracking and analysis of staff attendance (as guided by Ministry of Public Service CSI):</p> <p>Score 2 or else score 0</p>	<p>The District conducted a track and analysis of staff attendance from July to December as guided by the Ministry of Public Service</p>	2

Performance
management

Maximum 5 points on
this Performance
Measure

i. Evidence that the LG
has conducted an
appraisal with the
following features:

HODs have been
appraised as per
guidelines issued by
MoPS during the
previous

FY: Score 1 or else 0

From the personnel files, it was established that all the
Heads of departments were appraised during the previous
FY as indicated below;

1. The head of Finance department Natukunda Livingstone
was appraised on 13/07/2020

2. The head of Natural Resources department Ms Ampeire
Jane was new (she was recruited on 24/7/2020 but MS
Katushabe Pamela(Senior Environment Officer) who was
acting in that position was appraised on 1/7/2020

3.The head of Planning department Korugyendo
Wilberforce was appraised on 1/7/2020

4.The head of Community Based Services department
Kahwezi Gordon Kyatumba was new (Recruited on
24/7/2020) but Mr Sabiiti Teophil (Senior Community
Development Officer) who was acting in that position was
appraised on 15/6/2020

5.The head of Commercial Services department Moses
Mukiza Nizeyimana was appraised on 8/7/2020

6.The head of Works department Twesigomwe Denis was
appraised on 15/7/2020

7.The head of Production department Kahangi Benon was
new (Recruited on 24/7/2020) but Mr Mwebesa Ronald
Mugumya(Senior Agriculture Officer) who was acting in
that position was appraised on 15/8/2020

8.The head of Health department Dr Birungi Abdon Maris
was appraised on 30/7/2020

9.The head of Education and Sports department Magezi
Celestin was appraised on 30/6/2020

Performance
management

Maximum 5 points on
this Performance
Measure

ii. (in addition to "a"
above) has also
implemented
administrative rewards
and sanctions on time
as provided for in the
guidelines:

Score 1 or else 0

There was evidence that Rewards and Sanctions
committee was fully constituted.

Members included;

1.Mucunguzi Elly Chairperson

2.Nkuruziza Joshua Secretary

3.Dr Birungi Abdon Member

4.Komuhangi Christine Member

5.Natukunda Livingstone Member

6. Twesigomwe Denis member.

The committee was functional and was sitting every
quarter and forwarding recommendations to Chief
Administrative Officer for implementation as per the
guidelines.

The committee sat on 24/8/2019 in the first quarter,
28/11/2019 in the second Quarter 22/1/2020 in the third
Quarter and on 30/6/2020 in the fourth Quarter.

All the sets of minutes were on file.

Some of the recommendations implemented by CAO
included suspending salary payment for staff, and
reprimand letters to staff.

Performance
management

Maximum 5 points on
this Performance
Measure

iii. Has established a
Consultative
Committee (CC) for
staff grievance redress
which is functional.

Score 1 or else 0

The District had not received the guidelines on
establishment of consultative committee and the committee
had not been constituted

Payroll management
Maximum 1 point on
this Performance
Measure or else score
0

a. Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment:

Score 1.

From the staff list of all recruited staff in 2019/2020 it was established that 21 staff across departments were recruited in the month of July 2019

All the staff who were recruited in month of July 2019 accessed salary payroll in August 2019 not later than two Month after appointment.

They included;

1. Saturday Asheri Senior Accounts Assistant was recruited on 11/7/2019 accessed payroll in August 2019

2. Nyakate Nursy Community Development Officer was recruited on 11/7/2019 accessed salary pay roll in August 2019

3. Akatuhwera Prossy Enrolled Nurse was recruited on 11/7/2020 accessed payroll in August 2019

Pension Payroll
management
Maximum 1 point on
this Performance
Measure or else score
0

a. Evidence that 100% of staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement:

Score 1.

From the list of retirees, it was established that 7 staff retired in FY 2019/2020 across departments.

All the staff that retired in FY 2019/2020 accessed pension payroll not later than two month after retirement

The retirees included;

1. Milcah Tusasiibwe Senior Education Assistant who retired on 26/11/2019 accessed pension payroll in January 2020

2. Robinah Tugume Principal Township Officer retired on 9/12/2019 and accessed pension payroll in January 2020

3. Fulgence Twesigye Headteacher Kakariisa P/S retired on 2/1/2020 and accessed pension payroll in January 2020

4. Hope Tumukunde Nursing Officer retired on 31/12/2019 and accessed pension payroll in January 2020

5. Ananias Mukeza Rucogoza Education Assistant Ilememeera P/S retired on 27/12/2019 and accessed pension payroll in January 2020

6. Geoffrey Twinamasiko Head teacher Bugunga P/S retired on 25/12/2019 and accessed pension payroll in January 2020.

7. Patrick Macnab Kareka retired on 2/7/2019 and accessed pension payroll in August 2019

10	<p>Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>a. If direct transfers (DDEG) to LLGs were executed in accordance with the requirements of the budget in previous FY:</p> <p>Score 2 or else score 0</p>	<p>The District made direct transfers of the DDEG to LLGs in accordance with the requirements of the budget as provided by examples below:</p> <p>(i) Rubanda Town Council had transfer from the District for shs 10,347,024 on voucher number 4/1 dated 7th November, 2019:</p> <p>(ii) Bubare sub county had transfer from the District for shs 8,315,333 on voucher number 8/8 dated 29th August, 2019.</p> <p>(iii) Muko sub county had transfer from the District of shs 9,071,355 on voucher number 1/11 dated 7th November, 2019.</p>	2
10	<p>Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>b. If the LG did timely warranting/ verification of direct DDEG transfers to LLGs for the last FY, in accordance to the requirements of the budget:</p> <p>Score: 2 or else score 0</p>	<p>The DLG timely issued warrants for direct transfer of the DDEG to LLGs during FY 2019/2020 in accordance with the budget requirements referenced as follows:</p> <p>Quarter One 616AW-2020-1 on 31st July, 2019 for shs 3,513,426,799;</p> <p>Quarter Two 616AW-2020-12 on 18th October, 2019 for shs 735,589,629;</p> <p>Quarter Three 616 AW-2020-18 on 17th January, 2020 for shs 735,589,629.</p>	2
10	<p>Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. If the LG invoiced and communicated all DDEG transfers for the previous FY to LLGs within 5 working days from the date of funds release in each quarter:</p> <p>Score 2 or else score 0</p>	<p>Rubanda District invoiced and communicated DDEG transfers for the previous FY to all Lower Local Governments as per the communication from Chief Finance officer dated 28th August 2019, 4th November 2019, and 27th January 2020.</p> <p>First Quarter sHS 59,017,667 was received from the centre on 26/7/2019 and transferred to LLGs on 29/8/2019</p> <p>Second Quarter Shs 59,017,638 was received on 17/10/2019 and transferred on 6/11/2019 to LLGs</p> <p>Third Quarter Shs 59,017,638 was received on 24/1/2020 and transferred to LLG s 29/1/2020</p> <p>Which was outside 5 working days</p>	0

11	<p>Routine oversight and monitoring</p> <p>Maximum 4 points on this Performance Measure</p>	<p>a. Evidence that the District/Municipality has supervised or mentored all LLGs in the District /Municipality at least once per quarter consistent with guidelines:</p> <p>Score 2 or else score 0</p>	<p>The DLG supervised or mentored all LLGs in the district at least once per quarter consistent with guidelines as reflected in examples below:</p> <p>(i) Quarter One report dated 30th August, 2019 on project implementation;</p> <p>(ii) Quarter Two report dated 13th November, 2019 on revenue collection and taxes;</p> <p>(iii) Quarter Three mentoring and supervision report dated 13th February, 2020.</p> <p>(iv) Quarter Four mentoring and supervision report dated 10th June, 2020.</p>	2
11	<p>Routine oversight and monitoring</p> <p>Maximum 4 points on this Performance Measure</p>	<p>b. Evidence that the results/reports of support supervision and monitoring visits were discussed in the TPC, used by the District/ Municipality to make recommendations for corrective actions and followed-up:</p> <p>Score 2 or else score 0</p>	<p>Monitoring and supervision reports were discussed and action taken as well as follow up as reflected in the examples below:</p> <p>In a TPC meeting that was held on 12th August, 2019 under minute 05/TPC/August/2020 and 13th January, 2020 under minute 21/01/TPC/January/2020 all the monitoring and supervision reports were fully discussed.</p>	2

Investment Management

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>a. Evidence that the District/Municipality maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual:</p> <p>Score 2 or else score 0</p> <p>Note: the assets covered must include, but not limited to: land, buildings, vehicles and infrastructure. If those core assets are missing score 0</p>	<p>The District had in place an Assets Register which captured details of vehicles, buildings, equipment and furniture and infrastructure. The register was computerized through the IFMS system. Examples of additions during FY 2019/2020: (i) Yamaha LG 0003-156 motor cycle DVO in the Production Department valued at shs 14,000,000 on page 2 of the register. (ii) Laser equipment Jet Printer for the DEO valued at shs 2,000,000 on page 5 of the register. (iii) New Head Office building at the DLG headquarters valued at shs 700,000,000 acquired on 4th April, 2020 per page 06. Ownership land title was being processed.</p>	2
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12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>b. Evidence that the District/Municipality has used the Board of Survey Report of the previous FY to make Assets Management decisions including procurement of new assets, maintenance of existing assets and disposal of assets:</p> <p>Score 1 or else 0</p>	<p>There was a Board of Survey Report for FY 2019/2020 in place dated 26th August, 2020. In spite of the recommendations made by the board for course of action, nothing much was done. In addition, not all recommendations by the Board of Survey for FY 2018/2019 had fully been implemented; six of them were still outstanding.</p>	0
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>c. Evidence that District/Municipality has a functional physical planning committee in place which has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD. If so Score 2. Otherwise Score 0.</p>	<p>There was a functional Physical Planning Committee in place with duly appointed members by the CAO as reflected in meetings that were held.</p> <p>(i) Minutes of the Physical Planning Committee held on 3rd December, 2019 and minutes were submitted to MLHUD on 25th September, 2020;</p> <p>(ii) Minutes of the Physical Planning Committee held on 5th August, 2020 and minutes were submitted to MLHUD on 12th August, 2020;</p> <p>(iii) Minutes of the Physical Planning Committee held on 29th January, 2020 and minutes were submitted to MLHUD on 17th February, 2020;</p> <p>(iv) Minutes of the Physical Planning Committee held on 17th March, 2020 and minutes were submitted to MLHUD on 14th April, 2020.</p> <p>However, there was no approved Physical Development Plan approved by Council hence there was no submission of the same to the National Physical Planning Board as required.</p> <p>The Building Plan and Registration Book were in place.</p> <p>Membership to the Physical Planning Committee:</p> <p>Examples of the committee members that were appointed by the CAO:</p> <p>(i) Community Development Officer in letter dated 22nd September, 2020 under reference CR/169/01; (ii) Town Clerk Hamurwa Town Council in letter dated 22nd September, 2020 under reference CR/169/01; (iii) District Education Officer in letter dated 22nd September, 2020 under reference CR/169/01 in letter dated 16th October, 2017 and (iv) Natural Resources Officer in letter dated 22nd September, 2020 under reference CR/169/01.</p>	2

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>d. For DDEG financed projects;</p> <p>Evidence that the District/Municipality has conducted a desk appraisal for all projects in the budget - to establish whether the prioritized investments are: (i) derived from the LG Development Plan; (ii) eligible for expenditure as per sector guidelines and funding source (e.g. DDEG). If desk appraisal is conducted and if all projects are derived from the LGDP:</p> <p>Score 2 or else score 0</p>	<p>As for FY 2020/2021, there were only two projects for roads funded by DDEG which were appraised namely: (i) Rwondo -Bugwiza Primary School Road costed at shs 24,000,000 per page 42 of the Budget. (ii) Kateretere – Kagongi-Igomanda Road costed at shs 29,000,000 per page 42 of the Budget. The two projects were appraised vide report dated 5th September, 2019 captured in the Quarter One Budget Performance Report for Quarter One for FY 2020/2021 pages 23 to 28. DDP pages 12 to 18.</p>	2
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>For DDEG financed projects:</p> <p>e. Evidence that LG conducted field appraisal to check for (i) technical feasibility, (ii) Environmental and social acceptability and (iii) customized design for investment projects of the previous FY:</p> <p>Score 2 or else score 0</p>	<p>There were no field appraisal reports in place to check on technical feasibility, environmental and social acceptability.</p>	0
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>f. Evidence that project profiles with costing have been developed and discussed by TPC for all investments in the AWP for the current FY, as per LG Planning guideline and DDEG guidelines:</p> <p>Score 1 or else score 0.</p>	<p>Project profiles for the two projects were in place in respect of investments for current FY 2020/2021 with costing were all discussed by the TPC and complied with the Planning Guidelines as well as DDEG Guidelines. Example: A TPC meeting held on 8th October, 2019 minute 06/TPC/October 2019. Another TPC meeting held on 16th December 2019 under minute reference 05/TPC/DEC/2019. In reference to AWP pages 34, 78, and 45.</p>	1

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>g. Evidence that the LG has screened for environmental and social risks/impact and put mitigation measures where required before being approved for construction using checklists:</p> <p>Score 2 or else score 0</p>	<p>There was no evidence of Environment and Social screening forms of the DDEG funded projects for this current Financial Year.</p>	0
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan</p> <p>Score 1 or else score 0</p>	<p>For 2020/21, two infrastructure projects were earmarked for implementation using DDEG. These were Rehabilitation of Rwondo - Bugwaza road at 24,000,000 and Kateretere - Kigongi - Igomanda road at 29,000,000 (Pg 42 of budget). Both projects were incorporated in the approved Procurement Plan (pg 6).</p>	1
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>b. Evidence that all infrastructure projects to be implemented in the current FY using DDEG were approved by the Contracts Committee before commencement of construction: Score 1 or else score 0</p>	<p>On 9th December 2019, the Contracts Committee approved the evaluation report for Completion of the Administration block which was awarded to Geses Uganda Ltd at UGX 146,000,000.</p>	1
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>c. Evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines:</p> <p>Score 1 or else 0</p>	<p>For the completion of Rubanda District Office Block, the CAO appointed the project implementation team on 20th January 2020 as follows;</p> <ol style="list-style-type: none"> 1. Twesigomwe Denis, the Ag District Engineer was appointed Contract Supervisor 2. Mucunguzi Elly, the Principal Assistant Secretary, was appointed Contract Manager. 3. Katushabe Pamella was appointed Environment Officer 4. And Sabiiti Teophil was appointed as the Community Development Officer. <p>However, there was no Clerk of Works appointed for the project.</p>	0

13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	d. Evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer: Score 1 or else score 0	The office block at Rubanda district headquarters was assessed and was found to have been implemented following the technical designs. For example the width of the corridor was 2550 mm against a design width of 2530 mm, and the Engineer's office (CFO's office on plan) had a dimension of 4020 by 4040 mm against a design dimension of 4030 by 4030 mm.	1
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	e. Evidence that the LG has provided supervision by the relevant technical officers of each infrastructure project prior to verification and certification of works in previous FY. Score 2 or else score 0	The LG provided supervision by the relevant technical officers for projects in 2019/20. For example, on 29th August 2019, monitoring was done of various projects which included the partial completion of Rubanda Administration block, Bushura Gravity Flow Scheme and the two rainwater tanks in Bufundi sub county. Also on 30th March 2020, both projects implemented using DDEG that is; Rushayu - Karengyere road and the office block at the district headquarters were monitored. There was however no evidence that the Environment Officer and CDO participated in these monitoring activities.	0
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	f. The LG has verified works (certified) and initiated payments of contractors within specified timeframes as per contract (within 2 months if no agreement): Score 1 or else score 0	The completion of Rubanda District Office Block was certified on 27th June 2020 and payment effected on 29th June 2020. For the the other project implemented with DDEG, maintenance of Rushayu - Karengyere, procurement was on force account so it did not have a contractor and so no need for certification.	1
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	g. The LG has a complete procurement file in place for each contract with all records as required by the PPDA Law: Score 1 or else 0	There were complete procurement files for all projects including; 1. Completion of Rubanda District Office Block 2. Construction of a 5 stance latrine at Ruboona P/S 3. And construction of a 5 stance latrine at Kashongati I P/S These had evaluation reports which were approved by the contracts committee, minutes of the contracts committee and the contracts.	1

Environment and Social Safeguards

14	Grievance redress mechanism operational. Maximum 5 points on this performance measure	a. Evidence that the District/Municipality has i) designated a person to coordinate response to feed-back (grievance /complaints) and ii) established a centralized Grievance Redress Committee (GRC), with optional co-option of relevant departmental heads/staff as relevant. Score: 2 or else score 0	Appointment letter CR/D/170/01 existed, designating Ms.Kobusigye Joanita as the grievance redress focal point person and also minutes of the GRC dated 12/12/2019 were availed showing how the committee discussed different issues which included complaints of nurses who had failed to be promoted for a long time.	2
14	Grievance redress mechanism operational. Maximum 5 points on this performance measure	b. The LG has specified a system for recording, investigating and responding to grievances, which includes a centralized complaints log with clear information and reference for onward action (a defined complaints referral path), and public display of information at district/municipal offices. If so: Score 2 or else 0	There was evidence availed to showing that the LG had a specified system of recording, investigating and responding to grievances. The LG had in place a written document signed by the grievance focal point person on 22/09/2019 describing the steps of handling grievances, for example recording the complaint and the referred to the grievance redress committee that investigates and takes action.	2
14	Grievance redress mechanism operational. Maximum 5 points on this performance measure	c. District/Municipality has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress. If so: Score 1 or else 0	The LG had publicized this mechanism to the people of Rubanda district through radio announcements for example this mechanism was announced on 02/02/2019 on Kabaale radio.	1
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	a. Evidence that Environment, Social and Climate change interventions have been integrated into LG Development Plans, annual work plans and budgets complied with: Score 1 or else score 0	There was no evidence provided	0

15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>b. Evidence that LGs have disseminated to LLGs the enhanced DDEG guidelines (strengthened to include environment, climate change mitigation (green infrastructures, waste management equipment and infrastructures) and adaptation and social risk management</p> <p>score 1 or else 0</p>	<p>There was no evidence provided</p>	0
15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>(For investments financed from the DDEG other than health, education, water, and irrigation):</p> <p>c. Evidence that the LG incorporated costed Environment and Social Management Plans (ESMPs) into designs, BoQs, bidding and contractual documents for DDEG infrastructure projects of the previous FY, where necessary:</p> <p>score 3 or else score 0</p>	<p>The LG did not avail information showing that the costed ESMPs were incorporated in the BOQs or Bidding documents</p>	0
15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>d. Examples of projects with costing of the additional impact from climate change.</p> <p>Score 3 or else score 0</p>	<p>There was evidence of one project with additional impact from climatic change and this was evidenced by a request dated 17/04/2020 of more Shs 314,651,900 for stone pitching caused by soil erosion that affected the construction of Nyamweru Seed Secondary School. There was evidence of one project with additional impact from climatic change and this was evidenced by a request dated 17/04/2020 of more Shs 314,651,900 for stone pitching caused by soil erosion that affected the construction of Nyamweru Seed Secondary School.</p>	3

15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>e. Evidence that all projects are implemented on land where the LG has proof of ownership, access, and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances:</p> <p>Score 1 or else score 0</p>	<p>There was evidence which proved that the L G owned the land where its projects were implemented for instance there was a letter of formal consent dated 15/07/2018 from the diocese of Kigezi authorizing the district to construct Nyamweru Seed School in that land. There was evidence which proved that the L G owned the land where its projects were implemented for instance there was a letter of formal consent dated 15/07/2018 from the diocese of Kigezi authorizing the district to construct Nyamweru Seed School in that land. There was evidence which proved that the L G owned the land where its projects were implemented for instance there was a letter of formal consent dated 15/07/2018 from the diocese of Kigezi authorizing the district to construct Nyamweru Seed School in that land.</p>	1
15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>f. Evidence that environmental officer and CDO conducts support supervision and monitoring to ascertain compliance with ESMPs; and provide monthly reports:</p> <p>Score 1 or else score 0</p>	<p>There was evidence of joint monitoring reports, for example a monitoring report of Nyamweru Seed school dated 08/07/2019 signed by both the Environment Officer and the CDO to ascertain the compliance of the ESMPs.</p>	1
15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>g. Evidence that E&S compliance Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractors' invoices/certificates at interim and final stages of projects:</p> <p>Score 1 or else score 0</p>	<p>There was evidence of compliance certification form, for instance an Environment and Social compliance form ascertaining compliance of mitigation measures at 5 stance VIP latrine of Ruboona primary school was dated 15/04/2020, signed by both the CDO and the Municipal environment officer.</p>	1

Financial management

16	<p>LG makes monthly Bank reconciliations</p> <p>Maximum 2 points on this Performance Measure</p>	<p>a. Evidence that the LG makes monthly bank reconciliations and are up to-date at the point of time of the assessment:</p> <p>Score 2 or else score 0</p>	<p>Rubanda DLG maintained 5 bank accounts. Bank reconciliation statements were prepared on a monthly basis and up to date (30th September, 2020) as required. Examples:</p> <p>(i) General Fund Account number 3100048338 with Centenary Bank had a reconciled balance of shs 97,949,634 as on 30th June, 2020.</p> <p>(ii) UWEP with DFCU account number 3501002482 had a closing reconciled balance of shs 3,951,604 as on 30th June, 2020.</p> <p>(iii) Revenue Collection account with Bank of Uganda had a reconciled zero balance as on 31st July, 2020.</p>	2
17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that LG has produced all quarterly internal audit (IA) reports for the previous FY.</p> <p>Score 2 or else score 0</p>	<p>All the quarterly internal audit reports for FY 2019/2020 were produced and accordingly submitted as required.</p> <p>Quarter One report was produced on 16th December, 2019, under reference CR/252/1 and circulated to Chairperson LGPAC, IAG, LG Accounts Committee, OAG, OAG, RDC, PS MoLG, CFO and IAG. (4 queries);</p> <p>Quarter Two report was produced on 31st January, 2020 under reference CR/252/1 and circulated to the same officials as in quarter one. (6 queries).</p> <p>Quarter Three report was produced on 30th April, 2020 under reference CR/252/1 and circulated to same officials as in quarter one (5 queries).</p> <p>Quarter Four report was produced on 28th July, 2020 under reference CR/252/1 and circulated to the same officials as in quarter one. (9 queries).</p>	2
17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the LG has provided information to the Council/ chairperson and the LG PAC on the status of implementation of internal audit findings for the previous FY i.e. information on follow up on audit queries from all quarterly audit reports.</p> <p>Score 1 or else score 0</p>	<p>The Internal Auditor submitted all the quarterly reports through the District Speaker for consideration by LGPAC and Chairperson of Council. Council meeting held on 25th May, 2020 reviewed the audit reports under minute reference 9/5/council/2020. The Accounting Officer acknowledged receipt of the audit reports 31st December, 2019 for quarter one report; on 31st January, 2020 for quarter two report; on 4th May, 2020 for quarter three report and on 29th July, 2020 for quarter four report.</p>	1

17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and that LG PAC has reviewed them and followed-up:</p> <p>Score 1 or else score 0</p>	<p>The LGPAC held meetings as follows: On 15th August, 2018 in which FY 2018/2019 quarterly audit reports were discussed; meeting held on 24th June, 2020 under minute 6/June/PAC/2020 4th quarter report for FY 2018/2019 reviewed; meeting held on 3rd July, 2020 under minute 4/July/PAC/2020 where quarter one and two internal audit reports for FY 2019/2020 were reviewed.</p>	1
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Local Revenues

18	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<p>a. If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realization) is within +/- 10 %: then score 2 or else score 0.</p>	<p>The LG budgeted shs 5,709,296,000 for local revenue for FY 2019/2020. It however realized revenue collection amounting to shs 306,484,659 during the financial year equivalent to 5% performance. Page 34 of the Financial Statements for F 2019/2020. enue collection was attributed to the coronavirus pandemic. Most business enterprises as revenue sources were interrupted and others closed down. The tourism industry had promised funding to the district through national parks but the activity was not active. It was also attributed to unrealistic budgeting by the district.</p>	0
19	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 2 points on this Performance Measure.</p>	<p>a. If increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from previous FY but one to previous FY</p> <ul style="list-style-type: none"> • If more than 10 %: score 2. • If the increase is from 5% -10 %: score 1. • If the increase is less than 5 %: score 0. 	<p>Revenue collection amounting to shs 306,484,659 was realised during financial year 2019/2020. In FY 2018/2019, the district collected shs 211,809,167 as local revenue resulting in an increment in revenue collection totaling shs 94,675,492 equivalent to 45% performance.</p>	2
20	<p>Local revenue administration, allocation, and transparency</p> <p>Maximum 2 points on this performance measure.</p>	<p>a. If the LG remitted the mandatory LLG share of local revenues during the previous FY: score 2 or else score 0</p>	<p>Out of LST of UGX 100,189,439 collected , only UGX48,885,400/= was remitted to the LLGs as observed by the Assessor. The amount remitted only accounts for 48.8%, which is below the required 65% mandatory limit.</p>	0

Transparency and Accountability

21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>a. Evidence that the procurement plan and awarded contracts and all amounts are published: Score 2 or else score 0</p>	<p>On the procurement notice board was a display of the Procurement Plan for 2020/21 dated 3rd August 2020. Also displayed were awarded contracts for 2020/21. These included;</p> <ol style="list-style-type: none"> 1. Construction of a 2 stance VIP latrine at Rwakayundo P/S awarded to ANDWYC Contractors and Supplier Ltd at 22,982,860 2. Completion of a classroom block at Nangano P/S awarded to Superior General Services Ltd at 12,066,368 3. And Construction of a 5 stance VIP latrine at Kishaki P/S awarded to K-Maró General Contractors at 24,931,630 <p>All displays of the awarded contracts were dated 3rd November 2020.</p>	2
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>b. Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year: Score 2 or else score 0</p>	<p>There was evidence on the Notice Board and the Website https://rubanda.go.ug/, had trace of the LGPA 2018/19 results</p>	2
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. Evidence that the 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 or else score 0</p>	<p>The DLG conducted barazas and radio talk shows on "Voice of Kigezi". Report on barazas held by the district on 11th October, 2019 that discussed implementation of projects in the district. One such meeting was held after which there was an outbreak of the coronavirus pandemic. In addition, radio shows were held 9th June, 2020 and the main discussion centered on domestic violence.</p>	1
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>d. Evidence that the LG has made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal: If all i, ii, iii complied with: Score 1 or else score 0</p>	<p>The CAO communicated to Sub County Chiefs and Town Clerks in letters dated 20th July, 2020 under reference CR/M/10178 in respect of local revenue management; on 27th January 2020 on tax assessment; and 28th August 2019 on fund transfer to LLGs.</p> <p>The communication however did not have information on tax rates and procedures and there was no evidence it was provided to the Citizen.</p>	0

Reporting to IGG

Maximum 1 point on
this Performance
Measure

a. LG has prepared an IGG report which will include a list of cases of alleged fraud and corruption and their status incl. administrative and action taken/being taken, and the report has been presented and discussed in the council and other fora. Score 1 or else score 0

There were two cases that were being followed up by the IGG at the district namely (i) Misappropriation of funds from UWA totaling shs 117,000,000 by two district members of staff in the Administration Department. CAO was summoned at the IGG offices Kabale branch for which he responded through a letter to IGG dated 28th October, 2020 reference CR/D/170/01. The two members of staff involved have since been interdicted and the case on going at the time of the assessment. (ii) Embezzlement of UPE funds by the head master of Kitagyenda Primary School together with the chairperson of the School Management Committee. The case was still unresolved at the time of the assessment. There was no evidence that the district council discussed any of the above mentioned IGG cases. It was explained that the cases were being handled administratively and therefore not brought to the attention of council.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Learning Outcomes: The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>	<p>a) The LG PLE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> • If improvement by more than 5% score 4 • Between 1 and 5% score 2 • No improvement score 0 	<p>There was a 5% improvement pass rate between 2019 and 2018</p> <p>PLE 2018</p> <p>Div 1 283, Div 2 1,173, Div 3 1,032</p> <p>Total of three divisions =2443 out of 3,583 candidates</p> <p>=68% Pass rate for 2018</p> <p>PLE 2019</p> <p>DIV 1 271, Div 2 1,521, Div 3 724</p> <p>Total of all three divisions 2019=2516 out of 3450 candidates x 100</p> <p>=73% pass rate for 2019</p> <p>Pass rate improvement</p> <p>73%-68%</p> <p>=5%</p>	2

1

Learning Outcomes:
The LG has improved
PLE and USE pass
rates.

Maximum 7 points on
this performance
measure

b) The LG UCE pass rate has
improved between the previous
school year but one and the
previous year

- If improvement by more than
5% score 3
- Between 1 and 5% score 2
- No improvement score 0

There was a 2% improvement in pass rate
between 2018 and 2019

Total of candidates that passed in Div 1, two and
three =609

Overall candidates total in 2018=1307

Percentage pass rate in 2018

$609/1307 \times 100 = 46\%$

2019

Total candidates that passed in div1, 2 and three
=708

Total number of candidates that sat in 2019 =1480

Percentage pass

$=708/1480 \times 100 = 48\%$

% improvement pass 2018 and 2019 was

$48-46=2\%$ (22 schools)

2

2

Service Delivery
Performance: Increase
in the average score in
the education LLG
performance
assessment.

Maximum 2 points

a) Average score in the
education LLG performance has
improved between the previous
year but one and the previous
year

- If improvement by more than
5% score 2
- Between 1 and 5% score 1
- No improvement score 0

Not Applicable

0

3	Investment Performance: The LG has managed education projects as per guidelines Maximum 8 points on this performance measure	a) If the education development grant has been used on eligible activities as defined in the sector guidelines: score 2; Else score 0	<p>The Education development grant was used on eligible activities that included,</p> <p>Construction of a 5- stance vip latrine at Bishaki P/S at a cost of 24,896,780</p> <p>Contracted by K-Maró general contractors LTD</p> <p>Construction of a 5 stance VIP latrine at Kyokyezo P/S</p> <p>Project cost of 21, 812,260 contract to Habaasa Muhiire and sons LTD</p> <p>Construction of a 5 stance Vip latrine at kashongati P/S</p> <p>Project cost 23,787,580 Contract to Andoye Constructors and Suppliers LTD</p> <p>Construction of a 5 stance Vip Latrine at Rubooya P/S</p> <p>PROJECT COST</p> <p>22,395,660</p> <p>Contract to Henhopex Enterprises ltd</p>	2
3	Investment Performance: The LG has managed education projects as per guidelines Maximum 8 points on this performance measure	b) If the DEO, Environment Officer and CDO certified works on Education construction projects implemented in the previous FY before the LG made payments to the contractors score 2 or else score 0	<p>Certification was done as required: For example; construction of 5 stance latrine at Kashongati Primary School by Andoye Contractors and Supplies Ltd for shs 23,787,580: DEO signed on 27th June, 2020; Environment Officer, D/E and CAO on the same date. CDO signed on 27th June, 2020. Construction of 5 stance latrine at Ruboona Primary School by Tenhopx Enterprises Ltd for shs 22,395,660. The CAO, Environment Officer, D/E/DEO on 27th June, 2020. The CDO on 27th June, 2020. Construction of 5 stance latrine at Kyokyeza Primary School for shs 21,812,260. The CAO, Environment Officer, D/E/DEO on 27th June, 2020. The CDO on 27th June, 2020.</p>	2

3	<p>Investment Performance: The LG has managed education projects as per guidelines</p> <p>Maximum 8 points on this performance measure</p>	<p>c) If the variations in the contract price are within +/-20% of the MoWT estimates score 2 or else score 0</p>	<p>The LG Education department constructed four 5 stance VIP latrines which each had an Engineer's estimate of 25,000,000. Their variations were as follows;</p> <ol style="list-style-type: none"> 1. The latrine at Bishaki Primary School had a contract price of 24,896,780 with a variation of +0.4% 2. The latrine at Kyokyezo Primary School had a contract price of 21,812,260 with a variation of +12.8% 3. The latrine at Ruboona Primary School had a contract price of 22,395,660 with a variation of +10.4% 4. And the latrine at Kashongati I Primary School had a contract price of 23,787,580 with a variation of +4.8% <p>All the contract prices were within +/-20% of the Engineer's estimate.</p>	2
3	<p>Investment Performance: The LG has managed education projects as per guidelines</p> <p>Maximum 8 points on this performance measure</p>	<p>d) Evidence that education projects were completed as per the work plan in the previous FY</p> <ul style="list-style-type: none"> • If 100% score 2 • Between 80 – 99% score 1 • Below 80% score 0 	<p>The LG Education department planned to construct Nyamweru Seed Secondary School which started on 12th July 2019 and was a 3 year project. On page 73 of the Quarter 4 report for 2019/20, it was reported that all the funds planned for the school had been utilized indicating that the planned phase for 2019/20 had been completed up to 100%</p>	2
4	<p>Achievement of standards: The LG has met prescribed school staffing and infrastructure standards</p> <p>Maximum 6 points on this performance measure</p>	<p>a) Evidence that the LG has recruited primary school teachers as per the prescribed MoES staffing guidelines</p> <ul style="list-style-type: none"> • If 100%: score 3 • If 80 - 99%: score 2 • If 70 – 79% score: 1 • Below 70% score 0 	<p>84% of teachers had been recruited as per the ministry of education and sports staffing guidelines</p> <p>out of the 110 primary school, 93 schools had recruited a head teacher and a teacher per class for schools with p7 class</p>	2

Achievement of standards: The LG has met prescribed school staffing and infrastructure standards

Maximum 6 points on this performance measure

b) Percent of schools in LG that meet basic requirements and minimum standards set out in the DES guidelines,

- If above 70% score: 3
- If between 60 - 69%, score: 2
- If between 50 - 59%, score: 1
- Below 50 score: 0

Of the 110 primary schools in Rubanda District local government 93 of the schools met the basic minimum of DES

$$=93/110 \times 100$$

$$=85\%$$

Performance Reporting and Performance Improvement

Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.

Maximum 4 points on this performance measure

a) Evidence that the LG has accurately reported on teachers and where they are deployed.

- If the accuracy of information is 100% score 2
- Else score: 0

There was evidence that Rubanda DLG accurately reported on teachers and their deployment as indicated below; at Rubanda mixed in nyaruhanga parish ikumba sub-county

17 teachers were on the list and these included;

- Abomugisha Edvance Reg No III/97/3504 computer number 438183 PI
- Namanya Deodanta regno III/2013/6296 P1 Computer no 1047595
- Arinitwe Godson reg no III/2008/5445 P2 COMPUTER NO 797004

Muchahi primary school (10 teaching staff)

- Arineitwe Moses Education Assistant File number TR/A/285 Computer number 227210
- Besigye Nicholas Education Assistant file number TR/B/212 computer number 436401
- Byekwaso Jovan education assistant TR/B/525 Computer number 839083
- Kagimba Cellina HEADTECHER PRIMARY file number TR/K/48 computer number 436589

Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.

Maximum 4 points on this performance measure

b) Evidence that LG has a school asset register accurately reporting on the infrastructure in all registered primary schools.

- If the accuracy of information is 100% score 2

- Else score: 0

Rubanda DLG had an asset register that accurately reported on the infrastructure of all the registered primary schools, from the 3 visited schools

Muchahi primary school Emis 02530

- Had 7 classrooms, 2 latrines 120 desks 2 teacher accommodations

- The school needed 6 new classrooms, 3 latrines 96 desks 2 staff housing structures

Karengyere P/S Emis 100061 had 11 classrooms, 2 toilets 110 desks 1 laboratory 2 teacher accommodations

- It required 6 new classrooms, 4 new pit latrines, 100 desks 16 teacher accommodations.

Rubanda Mixed P/S

- Emis 002564 had 10 classrooms, 1 latrine, 120 desks 0 laboratories and two teacher accommodations

- The school required 3 classrooms, 2 latrines, 80 desks and 3 teacher accommodations.

School compliance and performance improvement:

Maximum 12 points on this performance measure

a) The LG has ensured that all registered primary schools have complied with MoES annual budgeting and reporting guidelines and that they have submitted reports (signed by the head teacher and chair of the SMC) to the DEO by January 30. Reports should include among others, i) highlights of school performance, ii) a reconciled cash flow statement, iii) an annual budget and expenditure report, and iv) an asset register:

- If 100% school submission to LG, score: 4

- Between 80 – 99% score: 2

- Below 80% score 0

The LG received 84% of reports from 93 schools of primary out of the 110 schools containing annual budgets signed by the head teacher and chairperson of the School management committee. these included;

1. Accountability for UPE capitation grant for term II 2020 on 22/July/2020 from Kashenyi P/S the Head teacher Nyawuruhanga Lydia broke down the expenditure of 1,290,000 million allocated to the school, scholastic materials consumed 45% of the budget,

Co-curricular activities 30% amounting to 387,000 shs administration 12 %

UPE capitation grant accountability for term 1 2020 report was submitted on 10th/Feb. 2020 by the head teacher of Rubanda mixed primary school

6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>b) UPE schools supported to prepare and implement SIPs in line with inspection recommendations:</p> <ul style="list-style-type: none"> • If 50% score: 4 • Between 30– 49% score: 2 • Below 30% score 0 	<p>There was evidence that UPE schools had been supported to prepare and implement SIPs in line with inspection recommendations,</p> <p>As indicated below,</p> <p>Rubanda Mixed P/S Emis no 002602</p> <p>School improvement plan Feb. 2020</p> <p>1 Column 1 had a section for areas that needed improvement and these included 1 academics in particular the area of numeracy, it was recommended that pupils should be exposed to more numeracy tests by the Heads of Department, Subject teachers on regular basis this was signed and acknowledged by the head teacher</p> <p>RUBANDA mixed primary school</p> <p>The School improvement plan of Karengyeize P/S EMIS 002619</p> <p>1. Colum one had general discipline as an area that needed improvement, the actions recommended for improvement included sensitization of teachers, parents and pupils through collective effort by the head teacher, teachers, parents and education office</p>	4
6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>c) If the LG has collected and compiled EMIS return forms for all registered schools from the previous FY year:</p> <ul style="list-style-type: none"> • If 100% score: 4: • Between 90 – 99% score 2 • Below 90% score 0 	<p>The LG complied 100% forms from all registered schools</p> <p>Accounting to 117 out of the 117 schools in Rubanda district</p>	4

Human Resource Management and Development

Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision

Maximum 8 points on this performance measure

a) Evidence that the LG has budgeted for a head teacher and a minimum of 7 teachers per school or a minimum of one teacher per class for schools with less than P.7 for the current FY:

Score 4 or else, score: 0

Rubanda DLG budgeted for a head teacher and a minimum of one teacher per class in the current FY

Based on the staff and wages lists of the education department

IKUMBA primary school had a gross monthly salary budget of 8,329,175 with twelve teachers salary scale u7, 1 head teacher U4 and Deputy head teacher U5 scale

Nangaro primary school had a total of 7 teachers with a gross monthly salary of 4, 396,244 six teachers U7U salary scale and 1 head teacher U4

Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision

Maximum 8 points on this performance measure

b) Evidence that the LG has deployed teachers as per sector guidelines in the current FY,

Score 3 else score: 0

Rubanda District Local Government deployed a head teacher and a minimum of 7 teachers in all primary schools

At Rubanda mixed in Nyaruhanga parish Ikumba sub-county

17 teachers were on the list and these included;

- Abomugisha Edvance Reg No III/97/3504 computer number 438183 PI

- Namanya Deodanta regno III/2013/6296 P1 Computer no 1047595

- Arinitwe Godson reg no III/2008/5445 P2 COMPUTER NO 797004

Muchahi primary school (10 teaching staff)

- Arineitwe Moses Education Assistant File number TR/A/285 Computer number 227210

- Besigye Nicholas Education Assistant file number TR/B/212 computer number 436401

- Byekwaso Jovan education assistant TR/B/525 Computer number 839083

Kagimba Cellina HEADTECHER PRIMARY file number TR/K/48 computer number 436589

Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision

Maximum 8 points on this performance measure

c) If teacher deployment data has been disseminated or publicized on LG and or school notice board, score: 1 else, score: 0

Teacher deployment data had been disseminated on both the LG and School notice boards,

At Rubanda mixed in Nyaruhanga parish Ikumba sub-county

17 teachers were on the list and these included;

- Abomugisha Edvance Reg No III/97/3504 computer number 438183 PI

- Namanya Deodanta regno III/2013/6296 P1 Computer no 1047595

- Arinitwe Godson reg no III/2008/5445 P2 COMPUTER NO 797004

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Kagimba Cellina HEADTECHER PRIMARY file number TR/K/48 computer number 436589

Performance management:
Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.

Maximum 8 points on this performance measure

a) If all primary school head teachers have been appraised with evidence of appraisal reports submitted to HRM with copy to DEO/MEO

Score: 2 or else, score: 0

The District had 135 Government aided primary schools, a review of 10 randomly sampled head teacher's files from among the 135 revealed that all the 10 sampled head teachers were appraised in year 2019.

Those appraised included;

1. Tibenda Kwikiriza Anne file No CR/D/40082 of Kagarama P/S was appraised on 5/2/2020

2. Twesigye Kiribata Julius file of Bugarama P/S was appraised on 2/2/2020

3. Kabahikyeho Levi of Kyenya P/S was appraised on 1/1/2020

4. Singiza Lawrence of Kitagya P/S was appraised on 4/2/2020

5. Ainomugisha George of Rwamazuru P/S was appraised on 1/2/2020

6. Abomwe Hilary of Nzungu P/S was appraised on 1/2/2020

7. Tumwebaze Philimone of Ndego P/S was appraised on 3/10/2019

8. Musasizi Anthony Ngambeki of Kishaki P/S was appraised on 2/2/2020

9. Tushemerirwe Anemary of Kabirizi P/S was appraised on 29/10/2020

10. Byarugaba Patrick of Ikamiro P/S was appraised on 2/6/2020

Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.

Maximum 8 points on this performance measure

b) If all secondary school head teachers have been appraised with evidence of appraisal reports submitted by D/CAO (or Chair BoG) to HRM

Score: 2 or else, score: 0

All the 08 Secondary School Head teachers were appraised

They included;

1.Zine Narcisious of St Charles Lwanga SSS was appraised on 3/1/2020

2.Ahimbisibwe Amos of Bubaare SSS was appraised on 20/1/2020

3.Agaba Cleofas of St.Thomas Aquinas was appraised on 6/12/2020

4.Mbabazi Manni of Bufundi Colleoge was appraised on 20/1/2020

5.Katongole Kereson of St.Agatha Girls SSS Kakore was appraised on 30/11/2019

6.TWesigomwe Silverius of St.Andrew SS Rubanda was appraised on 16/12/2020

7.Ampeire Odeith of St.Johns SS Ikumba was appraised on 3/1/2020

8. Katebarirwe Robert of Nyaruhanga High School was appraised on 17/3/2020

Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.

Maximum 8 points on this performance measure

c) If all staff in the LG Education department have been appraised against their performance plans

score: 2. Else, score: 0

Education department was headed by Magezi Celestin.He was appraised on 30/6/2020

Kahangi Cristine Senior inspector of Schools .He was appraised on 28/5/2020

Serununi Francis Senior Education Officer.He was appraised on 5/6/2020

Matsiko Moses Sports Officer.He was appraised on 4/6/2020

Bamunyangira Francis Inspector of Schools was appraised on 4/6/2020

Akambasa Gerald Education Officer was new in service.

He was appointed on 24/7/2020

Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.

Maximum 8 points on this performance measure

d) The LG has prepared a training plan to address identified staff capacity gaps at the school and LG level, score: 2 Else, score: 0

The district had a Capacity Building plan/ program for the District Education department approved for implementation on 9th September 2019 among the major items of discussion was human resource management aimed at improving organizational efficiency of staff within the Local Government. The participants of this training were all primary and secondary head teachers of both government and private schools. Held on 12 to 13 September 2019

Management, Monitoring and Supervision of Services.

Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.

Maximum 8 points on this performance measure

a) The LG has confirmed in writing the list of schools, their enrolment, and budget allocation in the Programme Budgeting System (PBS) by December 15th annually. If 100% compliance, score:2 or else, score: 0

There was evidence that Rubanda District Local Government confirmed in writing the list of schools on 10th December 2019 ref no; RDLG/19 their enrollment and budget allocation in the PBS

Primary schools 110, bitanwa P/S EMIS NO 2592 UPE enrollment 532, total budget of 7,734,000

Bubaare PS 2523 UPE enrollment 642

Karengyere P/S Emis 2619 upe ENROLLMENT 696

Rubanda mixed Emis 2602 UPE enrollment 881

Muchahi Emis 2530 Upe enrollment 642.

Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.

Maximum 8 points on this performance measure

b) Evidence that the LG made allocations to inspection and monitoring functions in line with the sector guidelines. If 100% compliance, score:2 else, score: 0

Rubanda Local government made allocations to inspection and monitoring amounting to 44,992,000 Output : 078401 page 74 q4 report FY 2019/20

9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>c) Evidence that LG submitted warrants for school's capitation within 5 days for the last 3 quarters</p> <p>If 100% compliance, score: 2 else score: 0</p>	<p>Warrants were submitted as required reference 616 AW -2020-6 in Quarter One on 31/7/2019 for shs 891,104,143;</p> <p>Warrants were submitted as required reference 616 AW -11 2020-10 in Quarter Two on 14/9/2019 for shs 298,554844;</p> <p>Warrants were submitted as required reference 616 AW -2020-19 for Quarter Three on 17/12/2020 for shs 891,099,565.</p> <p>Warrants were submitted as required reference 616 AW -2020-26 for Quarter Four on 18/01/2020 for shs 1,056,629,864.</p>	2
9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>d) Evidence that the LG has invoiced and the DEO/ MEO has communicated/ publicized capitation releases to schools within three working days of release from MoFPED.</p> <p>If 100% compliance, score: 2 else, score: 0</p>	<p>The LG invoiced and the DEO publicized capitation released to schools on 30th/ July /2020</p> <p>Use capitation grant for QI (TERM 3) 2020 but they were released out of the three working days release date frame</p>	0

Routine oversight and monitoring

Maximum 10 points on this performance measure

a) Evidence that the LG Education department has prepared an inspection plan and meetings conducted to plan for school inspections.

- If 100% compliance, score: 2, else score: 0

There was evidence of inspection plans and meetings conducted to plan for school inspections on 31st/01/2020

- The members present included Komuhangi Christine the Senior Inspector of schools
- Bamunyangira Francis the Inspector of Schools and Serununi Francis SEO minute 3 2020 reflected on feedback from term 3 school inspection which observed that 80% of teachers were present while 20% were irregular, members were informed on the 3 member composition of inspection teams

Children attendance was at 85% while 15% was irregular because of low attitude, petty trade and domestic chores

The meeting concluded with drawing an inspection plan

Komuhangi Christine was assigned 31 schools

Serununi FRANCIS

Was assigned 35 schools

Bamunyangira Francis was assigned 37 schools

On 1/10/2019

School inspection meeting minute 3 2019 discussed the necessity of inspecting schools at least once in a term.

Komuhangi CHRISTINE was assigned 33 schools

Bamunyangira Francis assigned 33 schools

Routine oversight and monitoring

Maximum 10 points on this performance measure

b) Percent of registered UPE schools that have been inspected and monitored, and findings compiled in the DEO/MEO's monitoring report:

- If 100% score: 2
- Between 80 – 99% score 1
- Below 80%: score 0

84% of the schools in Rubanda Local government had been inspected and monitored according to the monitoring and inspection report of term 1 2020, Term 3 2019 a total of 93 Out of 110 registered UPE Schools.

Routine oversight and monitoring

Maximum 10 points on this performance measure

c) Evidence that inspection reports have been discussed and used to recommend corrective actions, and that those actions have subsequently been followed-up,

Score: 2 or else, score: 0

There was evidence of inspection reports had been discussed and used to recommend corrective actions and those actions subsequently followed up on 31st/01/2020

- The members present included Komuhangi Christine the Senior Inspector of schools

- Bamunyangira Francis the Inspector of Schools and Serununi Francis SEO minute 3 2020 reflected on feedback from term 3 school inspection which observed that 80% of teachers were present while 20% were irregular, members were informed on the 3 member composition of inspection teams

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Komuhangi CHRISTINE was assigned 33 schools

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Routine oversight and monitoring

Maximum 10 points on this performance measure

d) Evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 or else score: 0

There was evidence that DES received inspection and monitoring reports on 26th October 2020, The reports received included;

- Inspection report for term II 2019
- Inspection report for term 1 2020

- Received by Winnie kiranda secretary. Directorate of Education Standards

10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>e) Evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results, LG PAC reports etc. during the previous FY: score 2 or else score: 0</p>	<p>On 16th 12 2019 the education standing committee in min 5/12/edu/2019 discussed the issue of lack of transport means for the education department since the departments vehicle was being used by the CAO</p> <p>The issue of non remittance of funds for loans to the lending institutions especially for teachers and the need to recruit 68 senior education assistants in the financial year 2020/21</p> <p>21/08/2019</p> <p>Issue of special needs, report missing.</p> <p>23/ 12/2019 rubanda local government council</p> <p>Tabling of PAC reports fy 16/17 4th quarter fy 17/18 1st and 4th qr 18/19 qr 1st and 3rd , district council referred the PAC reports to the finance committee</p>	2
11	<p>Mobilization of parents to attract learners</p> <p><i>Maximum 2 points on this performance measure</i></p>	<p>Evidence that the LG Education department has conducted activities to mobilize, attract and retain children at school,</p> <p><i>score: 2 or else score: 0</i></p>	<p>The 23rd February 2020 report on sensitization of school management committee chairpersons, Parents, Teachers Associations and head teachers of Government primary schools involved</p> <ul style="list-style-type: none"> • Disseminating of government policies, refreshing stakeholders on their roles, in addition to coming up with strategies for academic improvement • During the district education meeting held on 1st/2/2020 in Lukiiko hall members of PTA, SMC and head teachers where sensitized over enrollment of children , retaining and maintaining learners in schools <p>30th July 2019 meeting</p>	2

Investment Management

12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a) Evidence that there is an up-to-date LG asset register which sets out school facilities and equipment relative to basic standards, <i>score: 2, else score: 0</i></p>	<p>Rubanda DLG had an asset register that accurately reported on the infrastructure Muchahi primary school Emis 02530</p> <ul style="list-style-type: none"> • Had 7 classrooms, 2 latrines 120 desks 2 teacher accommodations • The school needed 6 new classrooms, 3 latrines 96 desks 2 staff housing structures <p>Karengyere P/S Emis 100061 had 11 classrooms, 2 toilets 110 desks 1 laboratory 2 teacher accommodations</p> <ul style="list-style-type: none"> • It required 6 new classrooms, 4 new pit latrines, 100 desks 16 teacher accommodations. <p>Rubanda Mixed P/S</p> <ul style="list-style-type: none"> • Emis 002564 had 10 classrooms, 1 latrine, 120 desks 0 laboratories and two teacher accommodations • The school required 3 classrooms, 2 latrines, 80 desks and 3 teacher accommodations. 	2
12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b) Evidence that the LG has conducted a desk appraisal for all sector projects in the budget to establish whether the prioritized investment is: (i) derived from the LGDP; (ii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, DDEG). If appraisals were conducted for all projects that were planned in the previous FY, <i>score: 1 or else, score: 0</i></p>	<p>As for FY 2020/20121, there were only two projects for roads funded by DDEG which were appraised namely: (i) Rwondo -Bugwiza Primary School Road costed at shs 24,000,000 per page 42 of the Budget. (ii) Kateretere – Kagongi-Igomanda Road cost shs 29,000,000 per page 42 of the Budget. The two projects were appraised vide report dated 5th September, 2019 captured in the Quarter One Budget Performance Report for Quarter One for FY 2020/20121 pages 23 to 28. DDP pages 12 to 18.</p>	1
12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>c) Evidence that the LG has conducted field Appraisal for (i) technical feasibility; (ii) environmental and social acceptability; and (iii) customized designs over the previous FY, <i>score 1 else score: 0</i></p>	<p>There were no field appraisal reports in place to check on technical feasibility, environmental and social acceptability.</p>	0

13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	a) If the LG Education department has budgeted for and ensured that planned sector infrastructure projects have been approved and incorporated into the procurement plan, <i>score: 1, else score: 0</i>	The education department planned for projects and they were incorporated in the approved procurement plan for 2020/21 as follow; 1. Construction of ten 5 stance VIP latrines each at 22,000,000 in various Primary Schools including Rwakayundo, Kashenyi, and Rwere (pg 2). 2. Construction of Ruhija Seed Secondary School at 344,284,000 (pg 3) 3. Construction of Nyamweru seed secondary school at 699,591,000 (pg 3) 4. And rehabilitation of the administration block at Nyaruhanga High School at 300,000,000 (pg 3)	1
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	b) Evidence that the school infrastructure was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold) before the commencement of construction, <i>score: 1, else score: 0</i>	The contracts committee approved the evaluation report for construction of the seed secondary school at Nyamweru on 7th June 2019 under minute CC/06/2018-19, and the Solicitor General cleared its contract on 26th June 2019. The project started on 12th July 2019.	1
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	c) Evidence that the LG established a Project Implementation Team (PIT) for school construction projects constructed within the last FY as per the guidelines. <i>score: 1, else score: 0</i>	The Project Implementation Team for Nyamweru Seed Secondary School was appointed by the CAO on 20th January 2020 as follows; 1. Twesigomwe Denis (Ag District Engineer) - Contract Supervisor 2. Magezi Celestine (District Education Officer) - Contract Manager 3. Ngabirano Spencer (Clerk of Works) 4. Katushabe Pamela - Environment officer 5. And Sabiiti Teophil - Community Development Officer	1
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	d) Evidence that the school infrastructure followed the standard technical designs provided by the MoES <i>Score: 1, else, score: 0</i>	There was evidence that implementation of Nyamweru Seed School followed standard technical designs. For example one of the 2 - classroom blocks was measured and it had dimensions of 18,370 by 7,450 mm against planned dimensions of 18,310 by 7,430 mm. The Administration block also had dimensions of 18,350 by 7,440mm against planned dimensions of 18,310 by 7,430 mm	1

13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	e) Evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the previous FY <i>score: 1, else score: 0</i>	There was evidence that monthly site meetings were conducted for the construction of Nyamweru Seed Secondary School. For example the meeting for July was conducted on 20th July 2020, for August on 10th August 2020, and for September on 7th September 2020.	1
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	f) If there's evidence that during critical stages of construction of planned sector infrastructure projects in the previous FY, at least 1 monthly joint technical supervision involving engineers, environment officers, CDOs etc .., has been conducted <i>score: 1, else score: 0</i>	In the minutes of the monthly meetings accessed, there was no evidence that the Environment Officer and CDO participated in the monthly supervision activities.	0
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	g) If sector infrastructure projects have been properly executed and payments to contractors made within specified timeframes within the contract, <i>score: 1, else score: 0</i>	All payments were made within two months of certification. For example; 1. For Nyamweru Seed Secondar School, Payment certificate 6 was issued on 22 October 2020 following a monthly progress report of October and payment was effected on 5th November 2020. 2. For the latrine at Kashongati I P/S, the payment certificate was issued on 2nd June 2020 following a site inspection done on 1st June 2020 and payment was effected on 2nd July 2020. 3. And for the latrine at Bisaki P/S, the payment certificate was issued on 27th March 2020 following a site inspection done on 26th March 2020. Payment was effected on 3rd April 2020.	1
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	h) If the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30, <i>score: 1, else, score: 0</i>	The sector procurement plan was timely submitted on 15th April 2020. Among the projects submitted were construction of ten 5 - stance VIP latrines at 220,000,000, Construction of Nyamweru seed school at 699,591,000 and Construction of Ruhijja Seed School at 304,284,000 among others.	1
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	i) Evidence that the LG has a complete procurement file for each school infrastructure contract with all records as required by the PPDA Law <i>score 1 or else score 0</i>	The procurement file for Nyamweru Seed Secondary School was found to be complete. It had the evaluation report which was approved by the contracts committee on 7th June 2019, minutes of the contracts committee and the contract as was required.	1

14	<p>Grievance redress: LG Education grievances have been recorded, investigated, and responded to in line with the LG grievance redress framework.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that grievances have been recorded, investigated, responded to and recorded in line with the grievance redress framework, score: 3, else score: 0</p>	<p>The LG did not have any grievance in the education sector recorded, investigated, responded to, in line with the grievance redress framework.</p>	0
15	<p>Safeguards for service delivery.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that LG has disseminated the Education guidelines to provide for access to land (without encumbrance), proper siting of schools, 'green' schools, and energy and water conservation</p> <p><i>Score: 3, or else score: 0</i></p>	<p>11th /10/2019</p> <p>Circular on tree planting school head teachers directed to plant at least 50 fruit trees in the school</p> <p>The 10th /9/2019 guidelines on environmental management in the school financial year 2020/21</p> <p>This encouraged tree planting, proper waste management through use of compost pits</p> <p>Formation of environmental clubs</p> <p>Promoting environmental education through a taking compound</p>	3
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a) LG has in place a costed ESMP and this is incorporated within the BoQs and contractual documents, <i>score: 2, else score: 0</i></p>	<p>There was evidence availed showing that costed ESPMs were incorporated in the BOQs and the bidding documents. For instance, ESMPs of a 5 stance latrine at Bishaki primary school were incorporated in the bidding document procurement reference number RUBA 616/WRKS/2019-2020/00017.</p>	2
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b) If there is proof of land ownership, access of school construction projects, <i>score: 1, else score:0</i></p>	<p>There was evidence of Formal acceptance letters allowing Rubanda L G to implement education projects on the school land. For instance a letter of acceptance dated 15/07/2018 from Kigezi diocese permitted the LG to use Nyamweru land to construct a seed secondary school.</p>	1
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>c) Evidence that the Environment Officer and CDO conducted support supervision and monitoring (with the technical team) to ascertain compliance with ESMPs including follow up on recommended corrective actions; and prepared monthly monitoring reports, <i>score: 2, else score:0</i></p>	<p>There was evidence of joint monitoring reports, for example a monitoring report of Nyamweru Seed school dated 08/07/2019 signed by both the Environment Officer and the CDO to ascertain the compliance of the ESMPs.</p>	2

Safeguards in the delivery of investments

Maximum 6 points on this performance measure

d) If the E&S certifications were approved and signed by the environmental officer and CDO prior to executing the project contractor payments

Score: 1, else score:0

There was evidence of compliance certification form, for instance an E & S compliance form ascertaining compliance of mitigation measures at 5 stance VIP latrine of Ruboona primary school was dated 15/04/2020, signed by both the CDO and the Municipal environment officer. There was evidence of compliance certification form, for instance an E & S compliance form ascertaining compliance of mitigation measures at 5 stance VIP latrine of Ruboona primary school was dated 15/04/2020, signed by both the CDO and the Municipal environment officer.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	Outcome: The LG has registered higher percentage of the population accessing health care services. Maximum 2 points on this performance measure	a. If the LG registered Increased utilization of Health Care Services (focus on total OPD attendance, and deliveries). • By 20% or more, score 2 • Less than 20%, score 0	Sampled 3 Health Centres of Hamurwa HC IV, Muko HC IV and Bubaare HC III. The total OPD attendance for FY 2018/19 45,260 & 2019/20 was 47,838 giving a percentage increment of 5.7. The total deliveries for FY 2018/19 1290 & 2019/20 1818 giving a percentage increment of 40.9.	2
2	Service Delivery Performance: Average score in the Health LLG performance assessment. Maximum 4 points on this performance measure Note: To have zero wait for year one	a. If the average score in Health for LLG performance assessment is: • Above 70%; score 2 • 50 – 69% score 1 • Below 50%; score 0	N/A	0
2	Service Delivery Performance: Average score in the Health LLG performance assessment. Maximum 4 points on this performance measure Note: To have zero wait for year one	b. If the average score in the RBF quarterly quality facility assessment for HC IIIs and IVs is: • Above 75%; score 2 • 65 – 74%; score 1 • Below 65% ; score 0	The LGPA Assessor got the average of sampled facilities not for all facilities participating in RBF as required by the assessment procedure. 1 Hamurwa HC4 95.9 2 Bubaare HC3 81.6 3 Muko HC4 90.28 4 Bwindi HC3 86.4 5 Ruhija HC3 97.5 6 Kumbani HC3 90.8 7 Rubindi PHC 3 95.9 8 Mpungu HC3 84.17 9 Muko NGO HC3 91.29 10 Bufindi HC3 98 The average score was 91.184	2

3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>a. If the LG budgeted and spent all the health development grant for the previous FY on eligible activities as per the health grant and budget guidelines, score 2 or else score 0.</p>	<p>There were no projects undertaken during FY 2019/2020. Only renovation of a roof for the Health Department at the district headquarters.</p>	2
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>b. If the DHO/MMOH, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers score 2 or else score 0</p>	<p>There were no projects in the health department during FY 2019/2020. Only minimal construction works of the Medicine Slab at the district headquarters costed at shs 5,694,019 by Andewyc Contractor and Supplies Ltd.</p> <p>DHO, D/E, Environment Officer, CDO, certified the payment on 27th June, 2020.</p>	2
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>c. If the variations in the contract price of sampled health infrastructure investments are within +/- 20% of the MoWT Engineers estimates, score 2 or else score 0</p>	<p>The Health Department implemented one project in 2019/20; roofing of the medicine container at the District Headquarters. It had an Engineer's estimate of 6,989,000 and a contract price of 5,694,019 with a variation of +18.5%. This was within +/- 20%.</p>	2
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>d. Evidence that the health sector investment projects implemented in the previous FY were completed as per work plan by end of the FY</p> <ul style="list-style-type: none"> • If 100 % Score 2 • Between 80 and 99% score 1 • less than 80 %: Score 0 	<p>Rubanda LG did not upgrade any facility from HC II to HC III in 2019/20.</p>	2

4	<p>Achievement of Standards: The LG has met health staffing and infrastructure facility standards</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that the LG has recruited staff for all HCIIIs and HCIVs as per staffing structure</p> <ul style="list-style-type: none"> • If above 90% score 2 • If 75% - 90%: score 1 • Below 75 %: score 0 	<p>The LG had 182 Staff out of 210 required, which made 87% of the staff required.</p>	1
4	<p>Achievement of Standards: The LG has met health staffing and infrastructure facility standards</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs.</p> <ul style="list-style-type: none"> • If 100 % score 2 or else score 0 	<p>Rubanda LG did not upgrade any facility from HC II to HC III in 2019/20.</p>	2

Performance Reporting and Performance Improvement

5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that information on positions of health workers filled is accurate: Score 2 or else 0</p>	<p>Bubaare HC III</p> <p>Kabagabe Juliet SMCO IPPS no. 861638</p> <p>Amanya Joshua MCO</p> <p>IPPS no. 1023721</p> <p>Hamurwa HC IV</p> <p>Turanzomwe Stuart SMO</p> <p>IPPS no. 1016482</p> <p>Mbabazi Christine SNO</p> <p>IPPS no. 749670</p> <p>Muko HC IV</p> <p>Bampabwire Godfrey MO</p> <p>Natukunda Proscovia NO</p> <p>IPPS no, 861514. All those were present in their facilities as per staff list for FY 2020/21 from the District.</p>	2
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5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that information on health facilities upgraded or constructed and functional is accurate: Score 2 or else 0</p>	<p>There was no health facility upgraded in 19/20</p>	2
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>a) Health facilities prepared and submitted Annual Workplans & budgets to the DHO/MMOH by March 31st of the previous FY as per the LG Planning Guidelines for Health Sector:</p> <p>• Score 2 or else 0</p>	<p>The work plans were not presented by 31st March 2020 for they were presented in July 2020.</p>	0
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>b) Health facilities prepared and submitted to the DHO/MMOH Annual Budget Performance Reports for the previous FY by July 15th of the previous FY as per the Budget and Grant Guidelines :</p> <p>• Score 2 or else 0</p>	<p>Hamurwa HC IV 10/07/2020</p> <p>Muko HC IV 13/07/2020</p> <p>Bubare HC III 3/07/2020</p>	2

Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.

Maximum 14 points on this performance measure

a) Health facilities have developed and reported on implementation of facility improvement plans that incorporate performance issues identified in monitoring and assessment reports

• Score 2 or else 0

Hamurwa HC IV

Muko HC IV

Bubaare HC III developed their PIPs and incorporated issues identified in monitoring and assessment reports

Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.

Maximum 14 points on this performance measure

d) Evidence that health facilities submitted up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter) If 100%,

• score 2 or else score 0

d) Evidence that health facilities submitted up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter)

If 100%, score 2 or else score 0 2 2 Health Facility HMIS Reports 106 & 105 The health facilities reported all monthly and quarterly reports timely.

For July 2019/20, submissions were as follows;

Bubaare HC III 02/8/19

Hamurwa HC IV 05/8/19

Muko HC IV 05/8/19

August 2019/20

Bubare HC III 5/09/19

Hamurwa HC IV 4/09/19

Muko HC IV 02/09/19

September 2019/20

Bubaare HC III 3/10/19

Hamurwa HC IV 3/09/19

Muko HC III 4/10/19

October 2019

Bubaare HC III 4/11/19

Hamurwa HC IV 5/11/19

Muko HC IV 2/11/19

November 2019

Bubaare HC 111 6/12/19

Hamurwa HC IV 3/12/19

Muko HC IV 3/12/19

December 2019

Bubaare HC III 4/01/20

Hamurwa HC IV 5/01/20

Muko HC IV 5/01/20

January 2020

Bubaare HC III 5/02/20

Hamurwa HC IV 7/02/20

Muko HC III 7/02/20

February 2020

Bubaare HC III 6/03/20

Hamurwa HC IV 04/3/20

Muko HC IV 5/03/20

March 2020

Bubaare HC III 4/04/20

Hamurwa HC IV 6/04/20

Muko HC IV 5/04/20

April 2020

Bubaare HC III 6/05/20

Hamurwa HC IV 5/05/20

Muko HC IV 4/05/20

May 2020

Bubaare HC III 4/06/20

Hamurwa HC IV 4/06/20

Muko HC IV 5/06/20

June 2020

Bubaare HC III 6/07/20

Hamurwa HC IV 3/07/20

Muko HC IV 5/07/20

1st Quarter 19/20

Bubaare HC III 3/10/19

Hamurwa HC IV 3/10/19

Muko HC IV 4/10/19

2nd Quarter 19/20

Bubaare HC III 4/01/20

Hamurwa HC IV 5/01/20

Muko HC IV 3/01/20

3rd Quarter 19/20

Bubaare HC III 4/04/20

Hamurwa HC IV 6/04/20

Muko HC IV 5/04/20

4th Quarter 19/20

Bubaare HC III 6/07/20

Hamurwa HC IV 3/07/20

Muko HC IV 5/07/20

6

Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.

Maximum 14 points on this performance measure

e) Evidence that Health facilities submitted RBF invoices timely (by 15th of the month following end of the quarter). If 100%, score 2 or else score 0

Note: Municipalities submit to districts

Submission dates of the RBF invoices for the sampled facilities were timely as follows:

Bubare HC III

08/07/2020

Muko HC IV

02/07/2020

Hamurwa HC IV

14/07/2020

2

6

Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.

Maximum 14 points on this performance measure

f) If the LG timely (by end of 3rd week of the month following end of the quarter) verified, compiled and submitted to MOH facility RBF invoices for all RBF Health Facilities, if 100%, score 1 or else score 0

April- June 2020 was submitted on 28/08/2020

After the deadline of 28/07/2020

0

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>g) If the LG timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports. If 100%, score 1 or else score 0</p>	<p>Quarterly reports were submitted as required as follows: Quarter One on 12th October, 2019; Quarter Two on 14th January, 2020; Quarter Three on 10th April, 2020 and Quarter Four on 11th July, 2020</p>	1
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>h) Evidence that the LG has:</p> <p>i. Developed an approved Performance Improvement Plan for the weakest performing health facilities, score 1 or else 0</p>	<p>Developed the Performance Improvement on 4/11/2020</p> <p>Decline in quality of care is addressed in the current PIP 20/21.</p>	1
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>ii. Implemented Performance Improvement Plan for weakest performing facilities, score 1 or else 0</p>	<p>Implemented in quarter 1 (11-14/10/2020)</p>	1

Human Resource Management and Development

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines</p> <p>Maximum 9 points on this performance measure</p>	<p>a) Evidence that the LG has:</p> <p>i. Budgeted for health workers as per guidelines/in accordance with the staffing norms score 2 or else 0</p>	<p>The LG budgeted for 318 staff at 2,623,115,000=</p>	2
7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines</p> <p>Maximum 9 points on this performance measure</p>	<p>a) Evidence that the LG has:</p> <p>ii. Deployed health workers as per guidelines (all the health facilities to have at least 75% of staff required) in accordance with the staffing norms score 2 or else 0</p>	<p>3/38 HFs do not have 75% of staff required even though the posts are 95% filled.</p>	2
7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines</p> <p>Maximum 9 points on this performance measure</p>	<p>b) Evidence that health workers are working in health facilities where they are deployed, score 3 or else score 0</p>	<p>Bubaare HC III</p> <p>Kabagabe Juliet SMCO IPPS no. 861638</p> <p>Amanya Joshua MCO</p> <p>IPPS no. 1023721</p> <p>Hamurwa HC IV</p> <p>Turanzomwe Stuart SMO</p> <p>IPPS no. 1016482</p> <p>Mbabazi Christine SNO</p> <p>IPPS no. 749670</p> <p>Muko HC IV</p> <p>Bampabwire Godfrey MO</p> <p>Natukunda Proscovia NO</p> <p>IPPS no, 861514.</p> <p>All those were present in their facilities as per staff list for FY 2020/21 from the District. They attend duty regularly.</p>	3

<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines</p> <p>Maximum 9 points on this performance measure</p>	<p>c) Evidence that the LG has publicized health workers deployment and disseminated by, among others, posting on facility notice boards, for the current FY score 2 or else score 0</p>	<p>Bubaare HC III</p> <p>Had 19 staff displayed</p> <p>Hamurwa HC IV</p> <p>Had 40 staff displayed</p> <p>Muko HC IV</p> <p>Had 41 staff displayed</p>
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<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>a) Evidence that the DHO/MMOHs has:</p> <p>i. Conducted annual performance appraisal of all Health facility In-charges against the agreed performance plans and submitted a copy to HRO during the previous FY score 1 or else 0</p>	<p>The District had 66 Health units, review of all the 10 Health In charge's files, revealed that all health in charge's were appraised in FY 2019/2020 as indicated below;</p> <p>1) Dr Turanzomwe Stuart; Senior Medical Officer File No CR/D/10017 of Hamurwa HCIV was appraised on 17/6/2020</p> <p>2) Dr Katunguka Johnson ; Senior Medical Officer file No CR/D/30011; of Muko HCIV was appraised on 15/7/2020</p> <p>3) Kabagabe Juliet; Senior Clinical Officer file No CR/D/10171; of Bubaare HCIII was appraised 16/6/2020</p> <p>4) Mugenyi Nobert; Senior Medical Officer file No CR/D/40060; Ruhija HCIII was appraised on 9/6/2020</p> <p>5) Ainomugisha Hellen; Enrolled Nurse file No CR/D/10005; of Rubanda Headquarter Clinic was appraised on 11/6/2020</p> <p>6) Tumwebaze Jane; Enrolled Nurse file No CR/D/30071; of Nangara HCII was appraised on 30/6/2020</p> <p>7) Tumutabarire B Alleliano; Enrolled Mid Wife file No CR/D/30061; Kiyembe HCII was appraised on 7/6/2020</p> <p>8) Singoma Robert; Clinical Officer file No CR/D/30001; Bufundi HCIII was appraised on 12/6/2020</p> <p>9) Emukulot Jnae; Clinical Officer file No CR/D/30004; Bwindi HCIII was appraised on 10/6/2020</p> <p>10) Mugisha Aaron; Enrolled Nurse file No CR/D/30044; Ihunga HCIII was appraised on 15/6/2020</p>
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Performance management: The LG has appraised, taken corrective action and trained Health Workers.

Maximum 6 points on this performance measure

ii. Ensured that Health Facility In-charges conducted performance appraisal of all health facility workers against the agreed performance plans and submitted a copy through DHO/MMOH to HRO during the previous FY score 1 or else 0

A review of the 10 Health facility worker's files revealed that all the 10 health facility workers sampled were appraised in FY 2019/2020.

Those appraised included;

1) Tumuramye Gelaldine; Enrolled Nurse File No CR/D/40016; Bwindi HCIII was appraised on 8/6/2020

2) Nyiramahoro Lydia; Enrolled Midwife file No CR/D/30037; Muko –Butare HCII was appraised on 8/6/2020

3) Ahimbisibwe Phiona; Enrolled Nurse file No CR/D/30064; Bwindi HCIII was appraised on 30/6/2020

4) Mujurizi Jude; Enrolled Nurse file No CR/D/30053; Kaara HCII was appraised on 10/6/2020

5) Atukwase Juliet; Enrolled Nurse file No CR/D/30068; was appraised on 9/6/2020

6) Baluku Alfred; Enrolled Nurse file No CR/D/40011; was appraised on 15/6/2020

7) Asiimwe Bonny; Enrolled Midwife file No CR/D/30030; was appraised on 12/6/2020

8) Akamara Jennah; Enrolled Nurse file No CR/D/30020; was appraised on 30/6/2020

9) Kyasimire Christine ; Enrolled Mid wife file No CR/D/30014; was appraised on 30/6/2020

10) Asiimwe Doreen; Enrolled Mid Wife was appraised on 5/6/2020

Performance management: The LG has appraised, taken corrective action and trained Health Workers.

Maximum 6 points on this performance measure

iii. Taken corrective actions based on the appraisal reports, score 2 or else 0

The department had developed a capacity building strategy/plan dated 13th August 2020 to address gaps identified in the appraisal reports.

8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Evidence that the LG:</p> <p>i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0</p>	<p>Training TOTs on VHT community Based Disease Surveillance on Covid-19 conducted on 25/06/2020 at Hamurwa HC IV.</p>	1
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8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>ii. Documented training activities in the training/CPD database, score 1 or else score 0</p>	<p>Have documented training reports in the database</p>	1
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Management, Monitoring and Supervision of Services.

9	<p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>a. Evidence that the CAO/Town Clerk confirmed the list of Health facilities (GoU and PNFP receiving PHC NWR grants) and notified the MOH in writing by September 30th if a health facility had been listed incorrectly or missed in the previous FY, score 2 or else score 0</p>	<p>The CAO confirmed the list of health facilities receiving PHC to MOH 13/09/2019.</p>	2
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9	<p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>b. Evidence that the LG made allocations towards monitoring service delivery and management of District health services in line with the health sector grant guidelines (15% of the PHC NWR Grant for LLHF allocation made for DHO/MMOH), score 2 or else score 0.</p>	<p>The PHC Non-Wage Grant for LLHF was UGX166,379,000/= (Page 25 of approved Budget) and funds allocated for Monitoring and Management (DHO) was UGX47,200,000/= (Page 26) which is 28% , more than the 15% limit.</p>	2
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9	<p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>c. If the LG made timely warranting/verification of direct grant transfers to health facilities for the last FY, in accordance to the requirements of the budget score 2 or else score 0</p>	<p>Warrants were submitted as required reference 616 AW -2020-6 in Quarter One on 31/7/2019 for shs 891,104,143;</p> <p>Warrants were submitted as required reference 616 AW -11 2020-10 in Quarter Two on 14/9/2019 for shs 298,554844;</p> <p>Warrants were submitted as required reference 616 AW -2020-19 for Quarter Three on 17/12/2020 for shs 891,099,565.</p> <p>Warrants were submitted as required reference 616 AW -2020-26 for Quarter Four on 18/01/2020 for shs 1,056,629,864</p>	2
9	<p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>d. If the LG invoiced and communicated all PHC NWR Grant transfers for the previous FY to health facilities within 5 working days from the day of funds release in each quarter, score 2 or else score 0</p>	<p>Invoicing was done for transfers for example: Invoice number 505054 for shs 5,724,197 dated 3rd September, 2019 to Muko sub county HC IV in quarter one. Invoice number 115858 dated 30th January, 2020 for shs 1,758,172 to Bufundi HC III in quarter three. Invoice number 505061 dated 27th May, 2020 for shs 1,208,701 to Ikumba HC III.</p>	2
9	<p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>e. Evidence that the LG has publicized all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED- e.g. through posting on public notice boards: score 1 or else score 0</p>	<p>3rd Quarter release 19/20 was warranted on 24/01/2020 and invoiced on 30/01/20</p>	1

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>a. Evidence that the LG health department implemented action(s) recommended by the DHMT Quarterly performance review meeting (s) held during the previous FY, score 2 or else score 0</p>	<p>According to the DHO records an officer found absent at Muko HC IV was warned on the 15th April 2020</p>	2
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>b. If the LG quarterly performance review meetings involve all health facilities in charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department, score 1 or else 0</p>	<p>The meeting that took place on 14/04/2020 was attended by In-Charges, PAS, RDC Secretary for Social Services and DHT members.</p>	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>c. If the LG supervised 100% of HC IVs and General hospitals (including PNFPs receiving PHC grant) at least once every quarter in the previous FY (where applicable) : score 1 or else, score 0</p> <p>If not applicable, provide the score</p>	<p>The reports by the DHO to CAO for FY 19/20 show that Hamurwa & Muko HC IVs were supervised, (6/10/19, 20/11/19, 15/04/20 & 10/06/20)</p>	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>d. Evidence that DHT/MHT ensured that Health Sub Districts (HSDs) carried out support supervision of lower level health facilities within the previous FY (where applicable), score 1 or else score 0</p> <p>• If not applicable, provide the score</p>	<p>According to reports Bubaare HC III was supervised. (15/09/2019, 21/12/2019)</p>	1

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>e. Evidence that the LG used results/reports from discussion of the support supervision and monitoring visits, to make recommendations for specific corrective actions and that implementation of these were followed up during the previous FY, score 1 or else score 0</p>	<p>According to the records in the DHO's Hamurwa HC IV was found dirty on 20/11/2019 and the I/C mobilized H/Ws & Cleaners & reported the DHO.</p>	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>f. Evidence that the LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY: score 1 or else, score 0</p>	<p>According to the records (3/01/2020) 37 health facilities were supervised & mentored on:</p> <ol style="list-style-type: none"> 1. Dispensing quality 2. Prescribing quality 3. Stock management 4. Storage management 5. Ordering and reporting quality 	1
11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p> <p>Maximum 4 points on this performance measure</p>	<p>a. If the LG allocated at least 30% of District / Municipal Health Office budget to health promotion and prevention activities, Score 2 or else score 0</p>	<p>Health Department Budget is UGX 254,818,000/= Page 23 of the Approved Budget for FY2019/20, of which UGX166,379,000 was for Lower Level Facilities, leaving balance of UGX 88,439,000/= of which only UGX 3,638,000 (Page 23-24) was allocated for Health Promotion and Disease Prevention, representing 4% of the Non-Wage funds available to DHO in the FY2019/20.</p>	0
11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence of DHT/MHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the previous FY score 1 or else score 0</p>	<p>According to the report to the DHO by SHE written on 17th November 2019 various social mobilization activities like updating VHT activities in sub counties, radio talk shows on Integrated Child days, nutrition and family planning were done.</p>	1

11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence of follow-up actions taken by the DHT/MHT on health promotion and disease prevention issues in their minutes and reports: score 1 or else score 0</p>	<p>The report of 1/06/2020 the DHT members monitored the response and preparedness of Covid-19 in trading centres and Health facilities.</p>	1
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Investment Management

12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that the LG has an updated Asset register which sets out health facilities and equipment relative to basic standards: Score 1 or else 0</p>	<p>The LG had an Asset Register that details health facilities and equipment. This mentions the equipment, the number before, number existing now & its functionality.</p>	1
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the prioritized investments in the health sector for the previous FY were: (i) derived from the LG Development Plan; (ii) desk appraisal by the LG; and (iii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, Discretionary Development Equalization Grant (DDEG)); score 1 or else score 0</p>	<p>There were no projects in the health department during FY 2019/2020.</p>	1

12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence that the LG has conducted field Appraisal to check for: (i) technical feasibility; (ii) environment and social acceptability; and (iii) customized designs to site conditions: score 1 or else score 0</p>	<p>There was no evidence of the field appraisal reports because the department had no projects during FY 2019/2020..</p>	0
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>d. Evidence that the health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist: score 1 or else score 0</p>	<p>Screening was carried out on 29/09/2019 and mitigation measures put in place for example, the mitigation measures suggested in the construction of store for vaccines at the district were put in place.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>a. Evidence that the LG health department timely (by April 30 for the current FY) submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans: score 1 or else score 0</p>	<p>The Health Department submitted its input to the procurement plan on 15th April 2020. This had construction of OPD at Nyamuhanga HC II at 77,834,586, And construction of placenta pit at Nangara HC II at 6,300,000. This submission was within the timeline of 30th April 2020</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>b. If the LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 1 or else, score 0</p>	<p>Rubanda LG health department submitted PP! forms for 2020/21 as follows;</p> <p>Construction of placenta pit at Nagara HC II at 6,300,000 on 31st August 2020</p> <p>Constrcuton of OPD at Nyaruhanga HC II at 7,783,586 on 31st August 2020</p> <p>And Rehabilitation of Kaara and Kabere HC II at 11,635,708 on 14th September 2020. All these submissions were made within the first quarter.</p>	1

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>c. Evidence that the health infrastructure investments for the previous FY was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold), before commencement of construction: score 1 or else score 0</p>	<p>The LG Health Department did not upgrade any HC II to HC III in 2019/20.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>The LG Health Department did not upgrade any HC II to HC III in 2019/20.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>e. Evidence that the health infrastructure followed the standard technical designs provided by the MoH: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>The LG Health Department did not upgrade any HC II to HC III in 2019/20.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>f. Evidence that the Clerk of Works maintains daily records that are consolidated weekly to the District Engineer in copy to the DHO, for each health infrastructure project: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>The LG Health Department did not upgrade any HC II to HC III in 2019/20.</p>	1

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>g. Evidence that the LG held monthly site meetings by project site committee: chaired by the CAO/Town Clerk and comprised of the Sub-county Chief (SAS), the designated contract and project managers, chairperson of the HUMC, in-charge for beneficiary facility , the Community Development and Environmental officers: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>The LG Health Department did not upgrade any HC II to HC III in 2019/20.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>h. Evidence that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction: score 1, or else score 0</p> <p>If there is no project, provide the score</p>	<p>The LG Health Department did not upgrade any HC II to HC III in 2019/20.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>i. Evidence that the DHO/MMOH verified works and initiated payments of contractors within specified timeframes (within 2 weeks or 10 working days), score 1 or else score 0</p>	<p>There were no projects during FY 2019/2020</p>	1

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>j. Evidence that the LG has a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law score 1 or else score 0</p>	<p>The LG Health Department did not upgrade any HC II to HC III in 2019/20.</p>	1
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Environment and Social Safeguards

14	<p>Grievance redress: The LG has established a mechanism of addressing health sector grievances in line with the LG grievance redress framework</p> <p>Maximum 2 points on this performance measure</p>	<p>a. Evidence that the Local Government has recorded, investigated, responded and reported in line with the LG grievance redress framework score 2 or else 0</p>	<p>The LG had grievance under health recorded, investigated and responded to in line with the LG grievance mechanism frame work. This was about the nurses who had served for long n the same position that was recorded, investigated and discussed by the GRC on 1/12/2019 and resolved to put them into consideration when there is another opportunity. The LG had grievance under health recorded, investigated and responded to in line with the LG grievance mechanism frame work. This was about the nurses who had served for long n the same position that was recorded, investigated and discussed by the GRC on 1/12/2019 and resolved to put them into consideration when there is another opportunity</p>	2
15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>a. Evidence that the LG has disseminated guidelines on health care / medical waste management to health facilities : score 2 points or else score 0</p>	<p>Guidelines on waste care management were issued in different Health Centres, for instance they were found in Rubaale health centre II and these explained the segregation of different wastes in different colour coded waste bins that are for sharp objects put in yellow, food items in back color among others.</p>	2
15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>b. Evidence that the LG has in place a functional system for Medical waste management or central infrastructures for managing medical waste (either an incinerator or Registered waste management service provider): score 2 or else score 0</p>	<p>There was evidence that the district has a private firm called Green label services that collects, transports and disposes it's waste. This was evidenced by a collection form dated 24/04/2020. green label services limited contracted to collect and dispose of.</p>	2

15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>c. Evidence that the LG has conducted training (s) and created awareness in healthcare waste management score 1 or else score 0</p>	<p>There was evidence of training records for instance, there was a sensitization report about waste care management of all health centres IVs and III on 7/1/2020.</p>	1
16	<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>a. Evidence that a costed ESMP was incorporated into designs, BoQs, bidding and contractual documents for health infrastructure projects of the previous FY: score 2 or else score 0</p>	<p>There was evidence of costed ESMPs in the BOQs for example in the BOQs for roofing the medicine and vaccines store, there was a total sum of 170,000 shillings for environmental, social and health issues.</p>	2
16	<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>b. Evidence that all health sector projects are implemented on land where the LG has proof of ownership, access and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: score 2 or else, score 0</p>	<p>There was evidence that the health projects were implemented on the land that belonged to the district for example the, the district availed minutes of the district land board under MIN 15/2020 ,it approved the application for free hold offer.</p>	2

16	<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>c. Evidence that the LG Environment Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs; and provide monthly reports: score 2 or else score 0.</p>	<p>There was evidence of monitoring reports for the health projects, for example a monitoring report of vaccines store dated 02/02/2020 signed by the CDO and environment officer.</p>	2
16	<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>d. Evidence that Environment and Social Certification forms were completed and signed by the LG Environment Officer and CDO, prior to payments of contractor invoices/certificates at interim and final stages of all health infrastructure projects score 2 or else score 0</p>	<p>There was evidence of E & S certification forms for all projects under the health sector, for example E & S compliance certificate for the vaccines store/ medicine slab was issued on 25/6/2020.</p>	2

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees <i>Maximum 4 points on this performance measure</i>	a. % of rural water sources that are functional. If the district rural water source functionality as per the sector MIS is: o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0	According to the MIS water summary report for 2019/20, Rubanda LG had a water source functionality of 95% which was in the range of 90 – 100%	2
1	Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees <i>Maximum 4 points on this performance measure</i>	b. % of facilities with functional water & sanitation committees (documented water user fee collection records and utilization with the approval of the WSCs). If the district WSS facilities that have functional WSCs is: o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0	According to the MIS Water and Sanitation Committee report 2019/20, Rubanda LG had a Water and Sanitation Committee functionality of 75%. This was below the minimum requirement of 80%	0
2	Service Delivery Performance: Average score in the water and environment LLGs performance assessment <i>Maximum 8 points on this performance measure</i>	a. The LG average score in the water and environment LLGs performance assessment for the current. FY. If LG average scores is a. Above 80% score 2 b. 60 -80%: 1 c. Below 60: 0 (Only applicable when LLG assessment starts)	Not Applicable	0

Service Delivery
Performance: Average
score in the water and
environment LLGs
performance
assessment

*Maximum 8 points on
this performance
measure*

b. % of budgeted water projects
implemented in the sub-counties
with safe water coverage below
the district average in the previous
FY.

o If 100 % of water projects are
implemented in the targeted S/Cs:
Score 2

o If 80-99%: Score 1

o If below 80 %: Score 0

At the time of preparation of the Annual Work
Plan and Budget for 2019/20, the average safe
water coverage of Rubanda LG was 74%. The
Sub Counties with safe water coverage below
that of the district were; Bubaare at 61% and
Muko at 51%.

In 2019/20, the LG implemented water projects
as follows;

Two protected springs in the sub counties of
Ikumba and Hamurwa at a combined cost of
UGX 6,950,400

2 rainwater harvesting tanks in the sub
counties of Muko and Ruhija for a combined
cost of UGX 51,000,000.

Phase II of Bushura piped water system in
Bubaare Sub County at a cost of UGX
86,840,575.

The portion of the water source budget
implemented in the two underserved sub
counties was UGX 118,156,364 out of the total
of UGX 144,790,975. This amounted to a
percentage of 81.6%.

Service Delivery
Performance: Average
score in the water and
environment LLGs
performance
assessment

*Maximum 8 points on
this performance
measure*

c. If variations in the contract price
of sampled WSS infrastructure
investments for the previous FY
are within +/- 20% of engineer's
estimates

o If within +/-20% score 2

o If not score 0

Contracts of WSS infrastructure projects for
2019/20 were assessed as follows;

1. Phase II of Bushura piped water system in
Bubare Sub County had an engineer's
estimate of 86,840,600 and actual construction
cost of UGX 86,840,575, with a variation of 0%.

2. Spring protection in Ikumba and Hamurwa
Sub counties had a combined estimate of UGX
8,000,000 and an actual construction price of
UGX 6,950,400, with a variation of +13.1%

3. Construction of a rainwater harvesting facility
in Kategyere Catholic Church and supply and
installation of an HDPE rain water tank at
Ruhija HC III had a combined engineer's
estimate of UGX 57,000,000 and an actual
price of UGX 51,000,000 with a variation of
+10.5%.

All the contracts were within +/- 20% of the
Engineer's estimate.

2	<p>Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>d. % of WSS infrastructure projects completed as per annual work plan by end of FY.</p> <p>o If 100% projects completed: score 2</p> <p>o If 80-99% projects completed: score 1</p> <p>o If projects completed are below 80%: 0</p>	<p>The following projects were planned and all were implemented in the financial year 2019/20;</p> <ol style="list-style-type: none"> 1. Protection of 2 springs in Ikumba Sub County and Hamurwa Sub County 2. Construction of a rainwater harvesting tank in Nyamweru Sub County 3. Supply and installation of HDPE rainwater tank at Ruhija HC III 4. Construction of piped water system phase II in Bubale Sub County. 5. Construction of a 5 stance VIP latrine in Nyamweru Sub County. <p>This represented a percentage completion of 100%.</p>	2
3	<p>Achievement of Standards: The LG has met WSS infrastructure facility standards</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. If there is an increase in the % of water supply facilities that are functioning</p> <p>o If there is an increase: score 2</p> <p>o If no increase: score 0.</p>	<p>In the financial year 2018/19, the water source functionality of Rubanda LG was 95% and in 2019/20, it remains the same at 95%. This represented a 0% increment in functionality between the two financial years.</p>	0
3	<p>Achievement of Standards: The LG has met WSS infrastructure facility standards</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. If there is an Increase in % of facilities with functional water & sanitation committees (with documented water user fee collection records and utilization with the approval of the WSCs).</p> <p>o If increase is more than 5%: score 2</p> <p>o If increase is between 0-5%: score 1</p> <p>o If there is no increase: score 0.</p>	<p>In the financial year 2018/19, the functionality of was 74% and whereas in 2019/20 it was 75%. This represented an increment in WSC functionality of 1%, which was between 0 and 5%.</p>	1

Performance Reporting and Performance Improvement

4	<p>Accuracy of Reported Information: The LG has accurately reported on constructed WSS infrastructure projects and service performance</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>The DWO has accurately reported on WSS facilities constructed in the previous FY and performance of the facilities is as reported: Score: 3</p>	<p>There was evidence that the DWO accurately reported on WSS facilities constructed in 2019/20. Three facilities were sampled and visited in the field. These were;</p> <ol style="list-style-type: none"> 1. Phase II Bushura pumped water system 2. Rujanjara 5 stance VIP latrine 3. And Nyamitoma – Nyabirigita Protected spring. <p>The latrine and the protected spring were found to be functional and in use, whereas the pumped water system had been completed up to phase II which included installation of a 1.5 km from the water source to the tank.</p>	3
5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>a. Evidence that the LG Water Office collects and compiles quarterly information on sub-county water supply and sanitation, functionality of facilities and WSCs, safe water collection and storage and community involvement): Score 2</p>	<p>There was evidence that the LG Water Office collected and compiled information on sub county water supply and sanitation of facilities and WSCs. However, this was not done on a quarterly basis as was required. It was done once a year in two categories; new water sources (Form 1) and existing water sources (Form 4)</p>	0
5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>b. Evidence that the LG Water Office updates the MIS (WSS data) quarterly with water supply and sanitation information (new facilities, population served, functionality of WSCs and WSS facilities, etc.) and uses compiled information for planning purposes: Score 3 or else 0</p>	<p>The Local Government Water Office updated the MIS twice in 2019/20, in reports submitted to the Ministry of Water and Environment on 6th August 2020 for new water sources (Form 1s) and on 10th September 2020 for existing water sources (Form 4s).</p> <p>This was however not done on a quarterly basis as was required</p>	0

5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>c. Evidence that DWO has supported the 25% lowest performing LLGs in the previous FY LLG assessment to develop and implement performance improvement plans: Score 2 or else 0</p> <p><i>Note: Only applicable from the assessment where there has been a previous assessment of the LLGs' performance. In case there is no previous assessment score 0.</i></p>	LLG performance assessment not started	0
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Human Resource Management and Development

6	<p>Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. Evidence that the DWO has budgeted for the following Water & Sanitation staff: 1 Civil Engineer(Water); 2 Assistant Water Officers (1 for mobilization and 1 for sanitation & hygiene); 1 Engineering Assistant (Water) & 1 Borehole Maintenance Technician: Score 2</p>	<p>The District Water Officer had budgeted Shs 71,028,372 for FY 2020/2021</p> <p>For the following staff;</p> <p>1.Civil Engineer, Sanitation staff, Assistant water officer for Mobilisation,Engineering Assistant and Borehole Maintenance Technician</p>	2
6	<p>Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. Evidence that the Environment and Natural Resources Officer has budgeted for the following Environment & Natural Resources staff: 1 Natural Resources Officer; 1 Environment Officer; 1 Forestry Officer: Score 2</p>	<p>UGX 86,000,000 was budgeted for the Natural Resources staff, Environment officer and Forestry</p>	2

Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.

Maximum 6 points on this performance measure

a. The DWO has appraised District Water Office staff against the agreed performance plans during the previous FY: Score 3

Otika David the District Water Officer File No CR/D/7006 appraised water Office staff against the agreed performance plans during the previous FY as indicated below;

1. Akandwanaho Archangel Engineering Assistant (Borehole Technician) was appraised on 30/6/2020

2. Bizimana Micheal Jackson Assistant Engineering Officer was appraised on 30/6/2020

3. Namara Medius Senior Community Development Officer in charge Community Mobilisation was appraised on 1/7/2020

4. Good Aggrey Health Inspector Assigned duties of Assistant Water Officer In charge of Sanitation and Hygiene on 8/10/2020 by CAO was appraised on 2/7/2020

Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.

Maximum 6 points on this performance measure

b. The District Water Office has identified capacity needs of staff from the performance appraisal process and ensured that training activities have been conducted in adherence to the training plans at district level and documented in the training database : Score 3

Following the performance appraisal of water staff in 2019/20, it was identified that the district water office staff needed Continuous Professional Development particularly in the use and application of AutoCAD software programs for design.

Between 25th and 26th June 2020, a training activity in WaterCAD, a sister program to AutoCAD, was undertaken by the said officer.

Management, Monitoring and Supervision of Services.

Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.

Maximum 6 points on this performance measure

- a) Evidence that the DWO has prioritized budget allocations to sub-counties that have safe water coverage below that of the district:
-
- • If 100 % of the budget allocation for the current FY is allocated to S/Cs below the district average coverage: Score 3
- • If 80-99%: Score 2
- • If 60-79: Score 1
- • If below 60 %: Score 0

At the time of preparation of the AWP for 2020/21, the safe water coverage for Rubanda LG was 73%. The sub counties with safe water coverage below that of the district were Bubaare with 60% and Muko with 50%. Among the water projects planned for 2020/21 were;

Laying pipes for Bushura piped water system in Bubaare sub county at UGX 200,000,000

5 protected springs one in the sub counties of Muko, Hamurwa, Bubaare, Bufundi and Rubanda Town Council each at UGX 4,000,000

Design and construction of a piped water system in Ikumba sub county at UGX 113,854,000

And installation of HDPE rainwater harvesting tank at the district headquarters at UGX 12,000,000 (Rubanda Town Council)

A sum of UGX 208,000,000 was allocated to the two sub counties with water coverage below that of the district out of a total budget of 345,854,000 amounting to 60.1%.

Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.

Maximum 6 points on this performance measure

- b) Evidence that the DWO communicated to the LLGs their respective allocations per source to be constructed in the current FY: Score 3

On 1st July 2020, there was an advocacy meeting held at Bushura Primary School playground in Bubare Sub County and on 3rd July 2020, another advocacy meeting was held at Burimbe Primary School playground in Ikumba Sub County. In both these meetings, allocations of water per source were communicated to the respective communities.

9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>a. Evidence that the district Water Office has monitored each of WSS facilities at least quarterly (key areas to include functionality of Water supply and public sanitation facilities, environment, and social safeguards, etc.)</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored quarterly: score 4 • If 80-99% of the WSS facilities monitored quarterly: score 2 • If less than 80% of the WSS facilities monitored quarterly: Score 0 	<p>In 2019/20, the District Water Office did monitor all water sources once and was reported on 4th August 2020 for new water sources and 2nd September 2019 for existing water sources. This was however not done for every quarter as was required.</p>	0
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>b. Evidence that the DWO conducted quarterly DWSCC meetings and among other agenda items, key issues identified from quarterly monitoring of WSS facilities were discussed and remedial actions incorporated in the current FY AWP. Score 2</p>	<p>The DWO conducted quarterly meetings as follows; Quarter 1 meeting was conducted on 3rd July 2019, Quarter 2 meeting on 25th November 2019, Quarter 3 meeting on 30th March 2020 and Quarter 4 meeting on 26th June 2020. Since the Water did not conduct quarterly monitoring of WSS facilities, the results of these were not presented to the Committee for discussion.</p>	0
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>c. The District Water Officer publicizes budget allocations for the current FY to LLGs with safe water coverage below the LG average to all sub-counties: Score 2</p>	<p>Displayed on the District Notice Board were allocations of water sources per sub county dated 15th May 2020. Among the water sources were;</p> <ol style="list-style-type: none"> 1. Water springs in the Bubare S/C, Hamurwa T/C, Bufundi S/C, Rubanda T/C and Muko S/C each at 4,000,000 2. HDPE tank at the district headquarter at 12,000,000 3. And Bushura piped water scheme in Bubare S/C at 200,000,000 	2
10	<p>Mobilization for WSS is conducted</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. For previous FY, the DWO allocated a minimum of 40% of the NWR rural water and sanitation budget as per sector guidelines towards mobilization activities:</p> <ul style="list-style-type: none"> • If funds were allocated score 3 • If not score 0 	<p>In the financial year 2019/20, the District Water Officer allocated UGX 10,800,000 for stakeholder coordination and UGX 9,845,000 for software activities out of the total NWR budget of 30,595,040. This amounted to an allocation towards mobilization of 67.5%</p>	3

10	<p>Mobilization for WSS is conducted</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b. For the previous FY, the District Water Officer in liaison with the Community Development Officer trained WSCs on their roles on O&M of WSS facilities: Score 3.</p>	<p>In the software report of 2019/20 dated 1st July 2020, it was reported that up to seven inter-sub county advocacy meetings and four village meetings were held and among the issues discussed in them were feedback of facilities applied for, and issues of O&M of WSS facilities.</p> <p>There was a report on a sensitization training dated 4th January 2020. This was done in the villages of Bushura in Bubare Sub County and Karyegyere in Muko Sub County among the issues discussed were the need to maintain an updated record of water users, mobilize users to pay a maintenance fee and ensure preventative maintenance.</p> <p>User committee members who included Rumuherwe Monica for Nyamitoma - Nyabirigita spring and Katungwensi Benon for Rujanjara VIP latrine were interviewed and showed recall of the training content.</p>	3
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Investment Management

11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>a. Existence of an up-to-date LG asset register which sets out water supply and sanitation facilities by location and LLG:</p> <p>Score 4 or else 0</p>	<p>The Local Government had a MIS water summary for 2019/20 for its asset register updated to include water facilities constructed in 2019/20</p>	4
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>b. Evidence that the LG DWO has conducted a desk appraisal for all WSS projects in the budget to establish whether the prioritized investments were derived from the approved district development plans and are eligible for expenditure under sector guidelines (prioritize investments for sub-counties with safe water coverage below the district average and rehabilitation of non-functional facilities) and funding source (e.g. sector development grant, DDEG). If desk appraisal was conducted and if all projects are derived from the LGDP and are eligible:</p> <p>Score 4 or else score 0.</p>	<p>Appraisal reports were in place as provided in the example below: (i) Report dated 20th March, 2020 in respect of site assessment for construction of rainwater harvesting tank at Mataba, Nyamweru sub county; Kyokyezo Parish contracted to Aziko Contractors (U) Ltd valued at shs 3,500,000. As per page 46 of the approved Budget. (ii) Report dated 11th July, 2019 on assessment and verification of water services for springs, rain water harvesting tanks and 5 stance latrine valued at shs 25,000,000 located at Mpungi, Hamurwa sub county. Page 47 of the approved district budget. (iii) Report dated 17th March, 2020 on assessment for the pipeline on Bushuru pumped water system valued at shs 200,000,000 per page 48 of the approved Budget.</p>	4

11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>c. All budgeted investments for current FY have completed applications from beneficiary communities: Score 2</p>	<p>There was evidence that budgeted investments for 2020/21 had completed applications from the beneficiary communities. For example;</p> <ol style="list-style-type: none"> 1. On 13th January 2020, the community of Ihimbi village in Muko Sub County applied for a spring. 2. On 15th February 2020, the community of Bushura village in Bubare Sub County applied for rainwater harvesting tanks. 3. And on 22nd January 2020, the community of Bwegyerere village in Rubanda Town Council applied for a spring. 	2
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>d. Evidence that the LG has conducted field appraisal to check for: (i) technical feasibility; (ii) environmental social acceptability; and (iii) customized designs for WSS projects for current FY. Score 2</p>	<p>Appraisal reports were in place for example in a report dated 4th February, 2020 in respect of a deep well located in Burimbe village, Ikumba sub county</p>	2
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>e. Evidence that all water infrastructure projects for the current FY were screened for environmental and social risks/ impacts and ESIA/ESMPs prepared before being approved for construction - costed ESMPs incorporated into designs, BoQs, bidding and contract documents. Score 2</p>	<p>Environmental & Social Screening was done and ESMPs were prepared and the mitigation measures recommended were also implemented. For example it was found that grass had been planted at the visited water facility which was Bushura water piped system.</p>	2
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>a. Evidence that the water infrastructure investments were incorporated in the LG approved: Score 2 or else 0</p>	<p>These were the water projects in the department work plan that were incorporated in the consolidated procurement plan for the financial year 2020 / 21;</p> <ol style="list-style-type: none"> 1. Laying pipes for Bushura piped water system in Bubaare sub county at UGX 200,000,000 2. 5 protected springs one in the sub counties of Muko, Hamurwa, Bubaare, Bufundi and Rubanda Town Council each at UGX 4,000,000 3. Design and construction of a piped water system in Ikumba sub county at UGX 113,854,000 4. And installation of HDPE rainwater harvesting tank at the district headquarters at UGX 12,000,000 (Rubanda Town Council) 	2

12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>b. Evidence that the water supply and public sanitation infrastructure for the previous FY was approved by the Contracts Committee before commencement of construction Score 2:</p>	<p>1. The evaluation report for Bushura pumped water scheme was approved by the Contracts Committee on 12th May 2020 under minute RUBACC/84/2019-20</p> <p>2. That for the latrine at Rujanjara was approved on 9th December 2019 under minute RUBACC/61/2019-20</p> <p>3. And for two protected springs, their evaluation report was approved by the Contracts Committee on 9th December 2020 under minute RUBACC/62/2019-20</p>	2
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>c. Evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines Score 2:</p>	<p>The project implementation team for projects in water was appointed on 20th January 2020 and it consisted of;</p> <p>1. Mr. David Otika, the Contract Supervisor / Manager.</p> <p>2. Katshabe Pamella, the Environment Officer</p> <p>3. And Sabiiti Teophil, the Community Development Officer</p> <p>However, the projects in water did not have Clerks of Works due to funding constraints.</p>	0
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>d. Evidence that water and public sanitation infrastructure sampled were constructed as per the standard technical designs provided by the DWO: Score 2</p>	<p>Three projects implemented in 2019/20 were visited and assessed in the field and these were Bushura pumped water system, Rujanjara VIP latrine and Nyamitoma – Nyabirigita protected spring.</p> <p>Both the protected spring and the phase being implemented for pumped water scheme did not have technical designs but were implemented using bills of quantities.</p> <p>However the 5 stance latrine constructed at Rujanjara adopted technical designs from the Ministry of Education and Sports. Upon assessment, it was found to be significantly different from the designs. Both the layout and dimensions of the constructed facility did not tally with the designs. For example the plan layout called for a site dimension of 6.65 by 2.8m but the constructed facility had a layout dimension of 7.1 by 3.0 m.</p>	0

12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>e. Evidence that the relevant technical officers carry out monthly technical supervision of WSS infrastructure projects: Score 2</p>	<p>The following sites were supervised in respect to the following dates:</p> <p>22/06/2020 , Rain water at Nyamicucu and Rutegengere, Bufindi s/c</p> <p>23/06/2020 , 01 spring at Kinyanombe ii, kara Parish, Muko s/c</p> <p>23/06/2020 , Construction of catchment shade and installation of tank at Nyamasizi, Hamurwa s/c</p> <p>24/06/2020 , Rehabilitation of Nyamweru GFS, Nyamweru s/c</p> <p>25/06/2020 , Construction of a reservoir tank at Bubare s/c</p>	2
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>f. For the sampled contracts, there is evidence that the DWO has verified works and initiated payments of contractors within specified timeframes in the contracts</p> <p>o If 100 % contracts paid on time: Score 2</p> <p>o If not score 0</p>	<p>1. For the Latrine at Rujanjara RGC, the payment certificate was issued on 15th April 2020 following a site inspection done on 6th April 2020. Payment was effected on 2nd June 2020</p> <p>2. For the two protected springs, their payment certificate was issued on 15th April 2020 following a site inspection done on 12th April 2020. Payment was effected on 2nd June 2020</p> <p>3. And for Bushura water scheme, certificate number 2 was issued on 1st September and payment was done on 30th June 2020.</p> <p>It was noted that for Bushura, payment was done before verification and certification.</p>	0
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>g. Evidence that a complete procurement file for water infrastructure investments is in place for each contract with all records as required by the PPDA Law:</p> <p>Score 2, If not score 0</p>	<p>The following procurement files for infrastructure projects in the water department were assessed and were found to be complete with evaluation reports approved by the contracts committee, minutes of the contracts committee and the contract.</p> <p>1. Protection of 2 springs in Ikumba and Hamurwa Sub Counties</p> <p>2. Construction of a rainwater harvesting tank in Nyamweru Sub County and Supply and installation of HDPE rainwater tank at Ruhija HC III</p> <p>3. Construction of piped water system phase II in Bubale Sub County.</p> <p>4. Construction of a 5 stance VIP latrine in Nyamweru Sub County.</p>	2

Environment and Social Requirements

13	<p>Grievance Redress: The LG has established a mechanism of addressing WSS related grievances in line with the LG grievance redress framework</p> <p><i>Maximum 3 points this performance measure</i></p>	<p>Evidence that the DWO in liaison with the District Grievances Redress Committee recorded, investigated, responded to and reported on water and environment grievances as per the LG grievance redress framework:</p> <p>Score 3, If not score 0</p>	<p>There was a complaint recorded under the water sector where the citizens of Kigarama LC1 complaining about the Sub County chief who had misused their money for buying water tanks for his personal use, the case was investigated and found out that the Sub County chief had misused the money and, it was resolved that he must pay back the money and they buy the water tanks.</p>	3
14	<p>Safeguards for service delivery</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that the DWO and the Environment Officer have disseminated guidelines on water source & catchment protection and natural resource management to CDOs:</p> <p>Score 3, If not score 0</p>	<p>There was evidence showing that the water source protection & catchment and natural resource management were disseminated to CDOs. This was proved by the minutes of extension workers of different sub counties discussing issues of protecting water sources and also that natural resources.</p>	3
15	<p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>a. Evidence that water source protection plans & natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented: Score 3, If not score 0</p>	<p>There was no evidence a water source protection plans and natural resource management plans for WSS facilities.</p>	0
15	<p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>b. Evidence that all WSS projects are implemented on land where the LG has proof of consent (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances:</p> <p>Score 3, If not score 0</p>	<p>There was evidence that the LG implemented WSS projects on land where it had proof of consent. For example;</p> <ol style="list-style-type: none"> 1. On 3rd May 2020, the school wrote a consent letter to the LG allowing it to construct a latrine on its premises. 2. On 9th March 2020, a one Rwomushana Willy made an agreement giving part of his land in Bufundi Sub County allowing the LG to construct a water facility on it. 3. On 18th March 2020, a one Bikangiso John of Bushura village in Bubaare Sub County made an agreement allowing the LG to construct a water facility on it. 	3
15	<p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>c. Evidence that E&S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices/certificates at interim and final stages of projects:</p> <p>Score 2, If not score 0</p>	<p>There was evidence of E & S certification forms issued prior to payments for example , a certification form for the construction of two springs was issued Ikumba and Hamurwa was issued On 26/06/2020.</p>	2

Safeguards in the
Delivery of Investments

*Maximum 10 points on
this performance
measure*

d. Evidence that the CDO and
environment Officers undertakes
monitoring to ascertain
compliance with ESMPs; and
provide monthly reports:

Score 2, If not score 0

There was evidence of monitoring reports
conducted by both CDO and the environment
officer for example general report on the follow
ups of all water projects 2019/2020 dated
6/4/2020.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	Outcome: The LG has increased acreage of newly irrigated land Maximum score 4 Maximum 20 points for this performance area	a) Evidence that the LG has up to-date data on irrigated land for the last two FYs disaggregated between micro-scale irrigation grant beneficiaries and non-beneficiaries – score 2 or else 0	Not applicable	0
1	Outcome: The LG has increased acreage of newly irrigated land Maximum score 4 Maximum 20 points for this performance area	b) Evidence that the LG has increased acreage of newly irrigated land in the previous FY as compared to previous FY but one: • By more than 5% score 2 • Between 1% and 4% score 1 • If no increase score 0	Not applicable	0
2	Service Delivery Performance: Average score in the micro-scale irrigation for the LLG performance assessment. Maximum score 4	a) Evidence that the average score in the micro-scale irrigation for LLG performance assessment is: • Above 70%; score 4 • 60 – 69%; score 2 • Below 60%; score 0 Maximum score 4	Not applicable	0
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	a) Evidence that the development component of micro-scale irrigation grant has been used on eligible activities (procurement and installation of irrigation equipment, including accompanying supplier manuals and training): Score 2 or else score 0	Not applicable	0

3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	b) Evidence that the approved farmer signed an Acceptance Form confirming that equipment is working well, before the LG made payments to the suppliers: Score 1 or else score 0	Not applicable	0
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	Evidence that the variations in the contract price are within +/-20% of the Agriculture Engineers estimates: Score 1 or else score 0	Not applicable	0
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY • If 100% score 2 • Between 80 – 99% score 1 • Below 80% score 0	Not applicable	0

4	<p>Achievement of standards: The LG has met staffing and micro-scale irrigation standards</p> <p>Maximum score 6</p>	<p>a) Evidence that the LG has recruited LLG extension workers as per staffing structure</p> <ul style="list-style-type: none"> • If 100% score 2 • If 75 – 99% score 1 • If below 75% score 0 	<p>The information on the positions filled as per minimum staffing standards was accurate as reflected on the district staff list and the verified information at Muko, Ikumba Subcounties and Rubanda Town Council headquarters.</p> <p>For all the sampled sub counties, despite the fact staff the information on staffing as indicated on the approved and costed staff lists was consistent and accurate, not all positions were filled substantively as per minimum staffing standards</p>	1
4	<p>Achievement of standards: The LG has met staffing and micro-scale irrigation standards</p> <p>Maximum score 6</p>	<p>b) Evidence that the micro-scale irrigation equipment meets standards as defined by MAAIF</p> <ul style="list-style-type: none"> • If 100% score 2 or else score 0 	Not Applicable	0
4	<p>Achievement of standards: The LG has met staffing and micro-scale irrigation standards</p> <p>Maximum score 6</p>	<p>b) Evidence that the installed micro-scale irrigation systems during last FY are functional</p> <ul style="list-style-type: none"> • If 100% are functional score 2 or else score 0 	Not Applicable	0

Performance Reporting and Performance Improvement

5	<p>Accuracy of reported information: The LG has reported accurate information</p> <p>Maximum score 4</p>	<p>a) Evidence that information on position of extension workers filled is accurate: Score 2 or else 0</p>	<p>There was evidence that the number of Extension workers on the district staff list corresponded with the staff at the sampled LLGs of Muko Sub county ,</p> <p>Ikumba Sub county and Rubanda Town Council as per staff list of October 2020.</p>	2
5	<p>Accuracy of reported information: The LG has reported accurate information</p> <p>Maximum score 4</p>	<p>b) Evidence that information on micro-scale irrigation system installed and functioning is accurate: Score 2 or else 0</p>	<p>Not Applicable</p>	0
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p>	<p>a) Evidence that information is collected quarterly on newly irrigated land, functionality of irrigation equipment installed; provision of complementary services and farmer Expression of Interest: Score 2 or else 0</p>	<p>Not Applicable</p>	0
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p>	<p>b) Evidence that the LG has entered up to-date LLG information into MIS: Score 1 or else 0</p>	<p>Not Applicable</p>	0

6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	c.Evidence that the LG has prepared a quarterly report using information compiled from LLGs in the MIS: Score 1 or else 0	Not Applicable	0
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	d) Evidence that the LG has: i. Developed an approved Performance Improvement Plan for the lowest performing LLGs score 1 or else 0	Not Applicable	0
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	ii. Implemented Performance Improvement Plan for lowest performing LLGs: Score 1 or else 0	Not Applicable	0

Human Resource Management and Development

7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	a) Evidence that the LG has: i. Budgeted for extension workers as per guidelines/in accordance with the staffing norms score 1 or else 0	Not Applicable	0
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7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	ii Deployed extension workers as per guidelines score 1 or else 0	Not Applicable	0
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	b) Evidence that extension workers are working in LLGs where they are deployed: Score 2 or else 0	There was evidence that the Extension workers were working in the LLGs they were deployed e.g. MukoS/C Agricultural officer, Assistant Agricultural officer and Agricultural officer were as per deployment, IkumbaSub county and Rubanda Town Council, the Assistant Veterinary officer, Agricultural officer and Assistant Agricultural officers were as per the deployment in the staff list octobert 2020.	2
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	c) Evidence that extension workers deployment has been publicized and disseminated to LLGs by among others displaying staff list on the LLG notice board. Score 2 or else 0	The Extension workers plus other staff were displayed in the Senior Assistant Secretaries office and not on notice board in the sampled LLGs of Muko, Ikumba Sub counties and Rubanda Town Council	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	a) Evidence that the District Production Coordinator has: i. Conducted annual performance appraisal of all Extension Workers against the agreed performance plans and has submitted a copy to HRO during the previous FY: Score 1 else 0	The files for the Extension workers in the LLGs were not availed for verification whether they were appraised at the time of the assessment	0

8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	a) Evidence that the District Production Coordinator has; Taken corrective actions: Score 1 or else 0	Evidence was not availed for assessment	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	b) Evidence that: i. Training activities were conducted in accordance to the training plans at District level: Score 1 or else 0	Not Applicable	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	ii Evidence that training activities were documented in the training database: Score 1 or else 0	Not Applicable	0

Management, Monitoring and Supervision of Services.

9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum score 10	a) Evidence that the LG has appropriately allocated the micro scale irrigation grant between (i) capital development (micro scale irrigation equipment); and (ii) complementary services (in FY 2020/21 100% to complementary services; starting from FY 2021/22 – 75% capital development; and 25% complementary services): Score 2 or else 0	Not applicable	0
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9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p>	<p>b) Evidence that budget allocations have been made towards complementary services in line with the sector guidelines i.e. (i) maximum 25% for enhancing LG capacity to support irrigated agriculture (of which maximum 15% awareness raising of local leaders and maximum 10% procurement, Monitoring and Supervision); and (ii) minimum 75% for enhancing farmer capacity for uptake of micro scale irrigation (Awareness raising of farmers, Farm visit, Demonstrations, Farmer Field Schools): Score 2 or else score 0</p>	Not applicable	0
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p>	<p>c) Evidence that the co-funding is reflected in the LG Budget and allocated as per guidelines: Score 2 or else 0</p>	Not applicable	0
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p>	<p>d) Evidence that the LG has used the farmer co-funding following the same rules applicable to the micro scale irrigation grant: Score 2 or else 0</p>	Not applicable	0
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p>	<p>e) Evidence that the LG has disseminated information on use of the farmer co-funding: Score 2 or else 0</p>	Not applicable	0

10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>a) Evidence that the DPO has monitored on a monthly basis installed micro-scale irrigation equipment (key areas to include functionality of equipment, environment and social safeguards including adequacy of water source, efficiency of micro irrigation equipment in terms of water conservation, etc.)</p> <ul style="list-style-type: none"> • If more than 90% of the micro-irrigation equipment monitored: Score 2 • 70-89% monitored score 1 Less than 70% score 0 	Not applicable	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>b. Evidence that the LG has overseen technical training & support to the Approved Farmer to achieve servicing and maintenance during the warranty period: Score 2 or else 0</p>	Not applicable	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>c) Evidence that the LG has provided hands-on support to the LLG extension workers during the implementation of complementary services within the previous FY as per guidelines score 2 or else 0</p>	Not applicable	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>d) Evidence that the LG has established and run farmer field schools as per guidelines: Score 2 or else 0</p>	Not applicable	0

11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.	a) Evidence that the LG has conducted activities to mobilize farmers as per guidelines: Score 2 or else 0	Not applicable	0
	Maximum score 4			

11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.	b) Evidence that the District has trained staff and political leaders at District and LLG levels: Score 2 or else 0	Not applicable	0
	Maximum score 4			

Investment Management

12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines	a) Evidence that the LG has an updated register of micro-scale irrigation equipment supplied to farmers in the previous FY as per the format: Score 2 or else 0	Not applicable	0
	Maximum score 8			

12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines	b) Evidence that the LG keeps an up-to-date database of applications at the time of the assessment: Score 2 or else 0	Not applicable	0
	Maximum score 8			

12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines	c) Evidence that the District has carried out farm visits to farmers that submitted complete Expressions of Interest (EOI): Score 2 or else 0	Not applicable	0
	Maximum score 8			

12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p>	<p>d) For DDEG financed projects:</p> <p>Evidence that the LG District Agricultural Engineer (as Secretariat) publicized the eligible farmers that they have been approved by posting on the District and LLG noticeboards: Score 2 or else 0</p>	Not applicable	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>a) Evidence that the micro-scale irrigation systems were incorporated in the LG approved procurement plan for the current FY: Score 1 or else score 0.</p>	Not applicable	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>b) Evidence that the LG requested for quotation from irrigation equipment suppliers pre-qualified by the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF): Score 2 or else 0</p>	Not applicable	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>c) Evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria: Score 2 or else 0</p>	Not applicable	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>d) Evidence that the micro-scale irrigation systems was approved by the Contracts Committee: Score 1 or else 0</p>	Not applicable	0

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	e. Evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier for the farmer with a farmer as a witness before commencement of installation score 2 or else 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	f) Evidence that the micro-scale irrigation equipment installed is in line with the design output sheet (generated by IrriTrack App): Score 2 or else 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	g) Evidence that the LG have conducted regular technical supervision of micro-scale irrigation projects by the relevant technical officers (District Agricultural Engineer or Contracted staff): Score 2 or else 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	h) Evidence that the LG has overseen the irrigation equipment supplier during: i. Testing the functionality of the installed equipment: Score 1 or else 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	ii. Hand-over of the equipment to the Approved Farmer (delivery note by the supplies and goods received note by the approved farmer): Score 1 or 0	Not applicable	0

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines	i) Evidence that the Local Government has made payment of the supplier within specified timeframes subject to the presence of the Approved farmer's signed acceptance form: Score 2 or else 0	Not applicable	0
	Maximum score 18			

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines	j) Evidence that the LG has a complete procurement file for each contract and with all records required by the PPDA Law: Score 2 or else 0	Not applicable	0
	Maximum score 18			

Environment and Social Safeguards

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework	a) Evidence that the Local Government has displayed details of the nature and avenues to address grievance prominently in multiple public areas: Score 2 or else 0	Not applicable	0
	Maximum score 6			

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework	b) Micro-scale irrigation grievances have been: i). Recorded score 1 or else 0 ii). Investigated score 1 or else 0 iii). Responded to score 1 or else 0 iv). Reported on in line with LG grievance redress framework score 1 or else 0	Not applicable	0
	Maximum score 6			

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	b) Micro-scale irrigation grievances have been: ii. Investigated score 1 or else 0 iii. Responded to score 1 or else 0 iv. Reported on in line with LG grievance redress framework score 1 or else 0	Not applicable	0
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14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	b) Micro-scale irrigation grievances have been: iii. Responded to score 1 or else 0 iv. Reported on in line with LG grievance redress framework score 1 or else 0	Not applicable	0
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14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	b) Micro-scale irrigation grievances have been: iv. Reported on in line with LG grievance redress framework score 1 or else 0	Not applicable	0
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Environment and Social Requirements

15	Safeguards in the delivery of investments Maximum score 6	a) Evidence that LGs have disseminated Micro- irrigation guidelines to provide for proper siting, land access (without encumbrance), proper use of agrochemicals and safe disposal of chemical waste containers etc. score 2 or else 0	Not applicable	0
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15	Safeguards in the delivery of investments Maximum score 6	b) Evidence that Environmental, Social and Climate Change screening have been carried out and where required, ESMPs developed, prior to installation of irrigation equipment. i. Costed ESMP were incorporated into designs, BoQs, bidding and contractual documents score 1 or else 0	Not applicable	0
15	Safeguards in the delivery of investments Maximum score 6	ii. Monitoring of irrigation impacts e.g. adequacy of water source (quality & quantity), efficiency of system in terms of water conservation, use of agro-chemicals & management of resultant chemical waste containers score 1 or else 0	Not applicable	0
15	Safeguards in the delivery of investments Maximum score 6	iii. E&S Certification forms are completed and signed by Environmental Officer prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	Not applicable	0
15	Safeguards in the delivery of investments Maximum score 6	iv. E&S Certification forms are completed and signed by CDO prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	Not applicable	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	<p>Evidence that the LG has recruited or requested for secondment of staff for all critical positions in the District Production Office responsible for micro-scale irrigation</p> <p>Maximum score is 70</p>	<p>If the LG has recruited the Senior Agriculture Engineer score 70 or else 0.</p>	<p>The position of Senior Agriculture Engineer was not substantively filled</p>	0
Environment and Social Requirements				
2	<p>Evidence that the LG has carried out Environmental, Social and Climate Change screening have been carried out for potential investments and where required costed ESMPs developed.</p> <p>Maximum score is 30</p>	<p>If the LG:</p> <p>a. Carried out Environmental, Social and Climate Change screening, score 15 or else 0.</p>	Not applicable	0
2	<p>Evidence that the LG has carried out Environmental, Social and Climate Change screening have been carried out for potential investments and where required costed ESMPs developed.</p> <p>Maximum score is 30</p>	<p>b. Carried out Social Impact Assessments (ESIAs) where required, score 15 or else 0.</p>	Not applicable	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	If the LG has recruited: a. 1 Civil Engineer (Water), score 15 or else 0.	Otika David was substantively appointed on Contact by the Ministry of Water and Environment on 26/2/2019 ref CS 990 and seconded to the District.	15
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	b. 1 Assistant Water Officer for mobilization, score 10 or else 0.	Namara Medius Senior Community Development Officer was assigned duties of Assistant Water Officer in charge of Community Mobilization as per the letter from CAO dated 8/10/2020 ref CR/D/170/01	10
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	c. 1 Borehole Maintenance Technician/Assistant Engineering Officer, score 10 or else 0.	Akandwanaho Archangel Borehole Maintainace Technician was appointed substantively on 16/5/2019 under DSC Min No 12(a) 2019	10
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	d. 1 Natural Resources Officer , score 15 or else 0.	Amupeire Jane Natural Resources Officer ;file No CR/D/60085 was substantively appointed on 24/7/2020 under DSC Min No RDSC/014/2020	15
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	e. 1 Environment Officer, score 10 or else 0.	Katushabe Pamella Senior Environment Officer file No CR/D/10004 was substantively appointed on 29/8/2019 under DSC Min NO 31(iv)2019	10
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	f. Forestry Officer, score 10 or else 0.	Mutaremwa Archibald Forestry Officer File No CR/D/10014 was substantively appointed on 20/11/2017 under DSC Min NO 86/DSC/2017	10

Environment and Social Requirements

2	Evidence that the LG has carried out Environmental. Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	If the LG: a. Carried out Environmental, Social and Climate Change screening/Environment, score 10 or else 0.	Environmental, social and climate change screening was carried out and this was evidenced by various screening forms of different water projects for instance a screening report of Bushura piped water system in Bubare Sub County signed and dated 19/02/2020.	10
2	Evidence that the LG has carried out Environmental. Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	b. Carried out Social Impact Assessments (ESIAs) , score 10 or else 0.	There was no project implimented by the district that required the preparation of ESIAs	10
2	Evidence that the LG has carried out Environmental. Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	c. Ensured that contractors got abstraction permits issued by DWRM, score 10 or else 0.	There was no evidence of abstraction permits availed.	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>If the LG has substantively recruited or formally requested for secondment of:</p> <p>a. District Health Officer, score 10 or else 0.</p>	<p>Dr Birungi Abdon Maris District Health Officer Fie No CR/D/10003 was substantively recruited on 26/5/2020 Under DSC Min No RDSC/012/(2)2020</p>	10
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>b. Assistant District Health Officer Maternal, Child Health and Nursing, score 10 or else 0</p>	<p>Byumvuhore Stephen File No CR/D/20096 was Substantively appointed as Assistant District Health Officer Maternal Child Health and Nursing on 24/5/2018 under DSC Min No DSC/01//2018(iv)</p>	10
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>c. Assistant District Health Officer Environmental Health, score 10 or else 0.</p>	<p>Tiwangye Barnanas File No CR/D/20098 was Substantively appointed as Assistant District Health Officer (Environmental Health) on 29/8/2019 under DSC Min No DSC 31(i)/2019</p>	10
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>d. Principal Health Inspector (Senior Environment Officer) , score 10 or else 0.</p>	<p>The position of Senior Environment Officer was not filled</p>	0

1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>e. Senior Health Educator, score 10 or else 0.</p>	<p>Kyokunzire Enock Senior Health Educator file No CR/D/20093 was substantively appointed on 12/7/2017 under DSC Min NO DSC/38/DSC/2017(l)</p>	10
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>f. Biostatistician, score 10 or 0.</p>	<p>Tumushabe Bruno Biostatistician File No CR/D/10037 was substantively appointed on 12/7/2017 under DSC Min DSC/37/DSC/2017</p>	10
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>g. District Cold Chain Technician, score 10 or else 0.</p>	<p>Mugisha Obito Cold Chain Technician File No CR/D/60071 was substantively appointed on 24/7/2020 under DSC Min No RDSC/ 017/2020</p>	10
1	<p>Evidence that the Municipality has in place or formally requested for secondment of staff for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p>	<p>h. If the MC has in place or formally requested for secondment of Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0.</p>		
1	<p>Evidence that the Municipality has in place or formally requested for secondment of staff for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p>	<p>i. If the MC has in place or formally requested for secondment of Principal Health Inspector, score 20 or else 0.</p>		

1	<p>Evidence that the Municipality has in place or formally requested for secondment of staff for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p>	<p>j. If the MC has in place or formally requested for secondment of Health Educator, score 20 or else 0.</p>
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Environment and Social Requirements

2	<p>Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)</p> <p>Maximum score is 30</p>	<p>If the LG carried out:</p> <p>a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.</p>	<p>Prior to commencement of all civil works for all Health sector projects, the LG carried out: Environmental, Social and Climate Change screening. This evidence was seen in the following projects</p> <p>1) Renovation and roofing of the district Medicines store at the district headquarters dated 26/9/2019</p> <p>2) Construction of OPD (out patients department) at Nyaruhanga Health Centre II in Rubanda Town Council dated 26/8/2020</p> <p>3) Renovation of Hamurwa Health Centre IV Staff Quarters in Hamurwa Town Council dated 26/2/2020</p>	15
2	<p>Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)</p> <p>Maximum score is 30</p>	<p>b. Social Impact Assessments (ESIAs) , score 15 or else 0.</p>	<p>The Rubanda L G did not have any education projects where ESIAs were required to be carried out.</p>	15

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	<p>Evidence that the LG has substantively recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Education Office namely:</p> <p><i>The maximum score is 70</i></p>	<p>If the LG has substantively recruited or formally requested for secondment of:</p> <p>a) District Education Officer/ Principal Education Officer, score 30 or else 0.</p>	<p>The position of District Education Officer was Substantively filled. Education department was headed by Magezi Celestin. He was appointed on 26/5/2020 under DSC MIN NO DSC/01/2018(ix)</p>	30
1	<p>Evidence that the LG has substantively recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Education Office namely:</p> <p><i>The maximum score is 70</i></p>	<p>If the LG has substantively recruited or formally requested for secondment of:</p> <p>b) All District/Municipal Inspector of Schools, score 40 or else 0.</p>	<p>Kahangi Cristine Senior inspector of Schools File No CR/D/10053. He was appointed on 12/12/2017 ref CR/159/01 under DSC Min No 74/DSC/2017</p> <p>Bamunyangira Francis Inspector of Schools was appointed on 12/12/2020 under DSC Min No 73/DSC/2017(ii)</p>	40
Environment and Social Requirements				
2	<p>Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)</p> <p><i>The Maximum score is 30</i></p>	<p>If the LG carried out:</p> <p>a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.</p>	<p>There was evidence of screening forms which proved that screening was done prior the commencement of all civil works for the education sector projects, for example a screening form of constructing one class room block at Nangabo primary school dated 15/01/2020. There was evidence of screening forms which proved that screening was done prior the commencement of all civil works for the education sector projects, for example a screening form of constructing one class room block at Nangabo primary school dated 15/01/2020. There was evidence of screening forms which proved that screening was done prior the commencement of all civil works for the education sector projects, for example a screening form of constructing one class room block at Nangabo primary school dated 15/01/2020.</p>	15

Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out:
Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)

If the LG carried out:
b. Social Impact Assessments (ESIAs) ,
score 15 or else 0.

The Rubanda L G did not have any education projects where ESIAs were required to be carried out.

The Maximum score is
30

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments. Maximum score is 37.	a. Chief Finance Officer/Principal Finance Officer, score 3 or else 0	According to the approved staff structure by MoPS dated 21st May 2017 Ref (ARC/135/306/1) The position of Chief Finance Officer was substantively filled. Natukunda Livingstone Chief Finance Officer was appointed on 6/9/2019 under District Service Commission Minute No 27/DSC/2019 ref.CR/D/167/01	3
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments. Maximum score is 37.	b. District Planner/Senior Planner, score 3 or else 0	The position of District planner was substantively filled. Korugyendo Wiberforce the District Planner was appointed on 29/8/2019 under DSC MIN NO 31(ix)19 ref.CR/D/167/01	3
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments. Maximum score is 37.	c. District Engineer/Principal Engineer, score 3 or else 0	The position of District Engineer was substantively filled. The department was headed by Twesigomwe Denis. He was appointed on 29/8/2019 under DSC Min No DSC/31(i)/2019 .	3
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments. Maximum score is 37.	d. District Natural Resources Officer/Senior Environment Officer, score 3 or else 0	Amumpeire Jane was substantively recruited as a District Natural Resources Officer on 24/7/2020 under DSC Min RDSC/014/2020 ref.CR/D/159/01	3

1	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.</p> <p>Maximum score is 37.</p>	<p>e. District Production Officer/Senior Veterinary Officer,</p> <p>score 3 or else 0</p>	<p>The position of District Production Officer was substantively filled</p> <p>Kahangi Benon was substantively recruited on 24/7/2020 under DSC Min RDSC/015/2020 ref.CR/159/01</p>	3
1	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.</p> <p>Maximum score is 37.</p>	<p>f. District Community Development Officer/ Principal CDO,</p> <p>score 3 or else 0</p>	<p>Muhwezi Gordon Kyatumba was substantively recruited as District Community Development Officer on 24/7/2020 under DSC MIN NO RDSC/013/2020 ref.CR/D/159/01</p>	3
1	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.</p> <p>Maximum score is 37.</p>	<p>g. District Commercial Officer/Principal Commercial Officer,</p> <p>score 3 or else 0</p>	<p>The position of District Commercial Officer was substantively filled.</p> <p>Moses Mukiza Nizeyimana was appointed on 29/8/2019 under DSC MIN NO DSC/31(i)2019 ref.CR/D/167/01</p>	3
1	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.</p> <p>Maximum score is 37.</p>	<p>other critical staff</p> <p>h (i). A Senior Procurement Officer (Municipal: Procurement Officer)</p> <p>score 2 or else 0.</p>	<p>Asimwe Medard Katabazi was substantively recruited as Senior Procurement Officer on 7/8/2020 under DSC Min RDSC/ 049/2020 ref. CR/D/159/01</p>	2
1	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.</p> <p>Maximum score is 37.</p>	<p>h(ii). Procurement Officer (Municipal Assistant Procurement Officer),</p> <p>score 2 or else 0</p>	<p>Byamugisha Benjamin was substantively recruited as Procurement Officer on 7/8/2020 under DSC MIN NO DSC/31(2)2019 ref.CR/D/167/01</p>	2

1	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.</p> <p>Maximum score is 37.</p>	<p>i. Principal Human Resource Officer, score 2 or else 0</p>	<p>Iga Isaac was substantively recruited as Principal Human Resource Officer on 7/8/2020 under DSC Min RDSC/050/2020</p>	2
1	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.</p> <p>Maximum score is 37.</p>	<p>j. A Senior Environment Officer, score 2 or else 0</p>	<p>Katushabe Pamella was substantively recruited as Senior Environment Officer on 29/8/2019 under DSC Min DSC/31(iv)/2019</p>	2
1	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.</p> <p>Maximum score is 37.</p>	<p>k. Senior Land Management Officer, score 2 or else 0</p>	<p>Ainebyona Wilfred was substantively recruited as Senior Lands Management Officer on 11/7/2019 under DSC Min 17/2019</p>	2
1	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.</p> <p>Maximum score is 37.</p>	<p>l. A Senior Accountant, score 2 or else 0</p>	<p>Kyomuhendo Rosemary was substantively recruited as Senior Accountant on 16/5/2019 under DSC Min DSC/17(a) 2019.</p>	2
1	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.</p> <p>Maximum score is 37.</p>	<p>m. Principal Internal Auditor for Districts and Senior Internal Auditor for MCs, score 2 or else 0</p>	<p>Arinda Osbert was substantively recruited as a Principal Internal Auditor on 17/3/2020 under DSC Min DSC/15©/2020</p>	2

1	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.</p> <p>Maximum score is 37.</p>	<p>n. Principal Human Resource Officer (Secretary DSC), score 2 or else 0</p>	<p>Nkurunziza Joshua was substantively recruited as a Principal Human Resource Officer(Secretary DSC) on 17/3/2020 under DSC Min DSC/15(c) 2020</p>	2
2	<p>Evidence that the LG has recruited or formally requested for secondment of staff for all essential positions in every LLG</p> <p>Maximum score is 15</p>	<p>If LG has recruited or requested for secondment of:</p> <p>a. Senior Assistant Secretaries in all LLGS,</p> <p>score 5 or else 0</p>	<p>All the 7 Senior Assistant Secretaries were substantively filled as per approved staff structure.</p> <p>1.Muhwezi Jered Senior Assistant Secretary of Muko Sub County was appointed on 29/8/2019 under DSC Min No DSC/31(x)/2019</p> <p>2. Ampeire Justus Kags Senior Assistant Secretary of Bufundi Sub County was appointed on 27/3/2009 under DSC Min No 13/2009</p> <p>3. Byamugisha Narcis Senior Assistant Secretary of Ruhija Sub County was appointed on 29/8/2019 under DSC Min No DSC/31(x)2019</p> <p>4.Kemigisha Scarlet Senior Assistant Secretary of Ikumba Subcounty was appointed on 29/8/2019 under DSC Min No DSC/31(xi) 2019</p> <p>5. Kirarira Ali Senior Assistant Secretary of Bubaare Sub county was appointed on 27/8/2019 under DSC Min No 13/2009</p> <p>6.Kwesiga Vivian Senior Assistant Secretary of Nyamweru Subcounty was appointed on 7/8/2020 under DSC Min No RDSC/047/(7) 2020</p> <p>7. Asiimwe Benjamin Senior Assistant Secretary was Hamurwa Sub County was appointed on 29/8/2019 under DSC Min No DSC/31/(xiii) 2019</p> <p>All the 2 Principal Township Officers in the Town Councils were substantively appointed;</p> <p>1. Begumisa Shipha Principal Township Officer of Rubanda Town Council was appointed on 29/8/2019 under DSC Min No DSC/4(i)2019</p> <p>2. Muhangi Bernad Principal Township Officer of Hamurwa Town Council was appointed on 29/8/2019 under DSC Min No DSC/31(viii)2019</p>	5

Evidence that the LG has recruited or formally requested for secondment of staff for all essential positions in every LLG

Maximum score is 15

If LG has recruited or requested for secondment of:

b. A Community Development Officer or Senior CDO in case of Town Councils, in all LLGS

score 5 or else 0.

All the 7 Community Development Officers were Substantively filled as per the approved staff structure.

These include;

1. Nyante Nursy of Hamurwa Sub county was appointed on 11/7/2019 under DSC Min No DSC/25(b)2019

2. Mbabazi Hilary of Bubaare Sub county was appointed on 24/7/2020 under DSC MIN NO RDSC/040/2020(a)

3. Twinomuhangi Victor of Muko Sub county was appointed on 24/7/2020 under DSC MIN NO RDSC/040/2020(2)

4. Imaniraguwa Peace of Ikumba Sub county was appointed on 24/7/2020 under DSC MIN NO RDSC/040/2020(4)

5. Bareke Deus of Nyamweru Sub county was appointed on 24/7/2020 under DSC MIN NO RDSC/040/2020(1)

6. Byomuhangi Hilary of Bufundi Sub county was appointed on 24/7/2020 under DSC MIN NO RDSC/040/2020(6)

7. Mbabazi Cissy of Ruhija Sub county was appointed on 24/7/2020 under DSC MIN NO RDSC/040/2020(5)

All Senior Community Development Officers in the Town Councils were substantively filled.

These included;

1.Kiconco Oliver of Rubanda Town Council was appointed on 15/5/2020 under DSC MIN NO DSC/007/(d) 2020

2. Namara Medius of Hamurwa Town Council was appointed on 15/5/2020 under DSC MIN NO DSC/007/(e) 2020

Evidence that the LG has recruited or formally requested for secondment of staff for all essential positions in every LLG

Maximum score is 15

If LG has recruited or requested for secondment of:

c. A Senior Accounts Assistant or an Accounts Assistant in all LLGS,

score 5 or else 0.

From the personnel files

It was established that the entire 7 Senior Accounts Assistant were substantively recruited.

They included;

1. Agaba Raymond of Bufundi Sub county was appointed on 29/4/2019 under DSC MIN NO DSC/002/(c) 2019.

2. Saturday Asheri of was appointed on 11/7/2019 under DSC MIN NO DSC/13/(a) 2019.

3. Tweheyo Donald of Nyamweru Sub county was appointed on 3/1/2014 under DSC MIN NO DSC/133 2013.

4. Tumwikirize Robert of Bubaare Sub county was appointed on 3/11/2010 under DSC MIN NO DSC/71(2010) a (i).

5. Twahirwa Patience of Ruhija Sub county was appointed on 12/12/2017 under DSC MIN NO 74/DSC/2017(a)

6. Tumwesigye Elly of Ikumba Sub county was appointed on 25/10/2005 under DSC MIN NO 97/2005

7. Atuhairu Fatuma of Hamurwa Town Council was appointed on 12/12/2017 under DSC MIN NO 74/DSC/2017(a)

Environment and Social Requirements

Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.

Maximum score is 4

If the LG has released 100% of funds allocated in the previous FY to:

a. Natural Resources department,

score 2 or else 0

The final revised budget for the Natural Resources Department in the Rubanda DLG was shs 120,074,000 as per page 49 of the District approved budget. The MOFPED Warrants (expenditure) totaled shs 101,471,070 page 10 of the Financial Statements for FY 2019/2020. Not all funds as budgeted were released to the department to spend. This was equivalent to 85% performance.

3	<p>Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.</p> <p>Maximum score is 4</p>	<p>If the LG has released 100% of funds allocated in the previous FY to:</p> <p>b. Community Based Services department.</p> <p>score 2 or else 0.</p>	<p>The final revised budget for the Community Based Services Department was shs 1,193,788,792 as per page 52 of the approved budget. The MOFPED Warrants (expenditure) totaled shs 154,000,126 page 10 of the Financial Statements for FY 2019/2020. Not all funds as budgeted and also warranted were released to the department. In addition, the Tourism Agency for unknown reasons did not release any funds to Rubanda DLG as planned. (budgeted shs1,193,788,792). Performance was 13%.</p>	0
4	<p>Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.</p> <p>Maximum score is 12</p>	<p>a. If the LG has carried out Environmental, Social and Climate Change screening,</p> <p>score 4 or else 0</p>	<p>The district availed evidence of all environmental, social and climate change screening forms done for all DDEG projects implemented, for instance the screening forms of Rubanda office block was carried out on 15/07/2018 were accessed.</p>	4
4	<p>Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.</p> <p>Maximum score is 12</p>	<p>b. If the LG has carried out Environment and Social Impact Assessments (ESIAs) prior to commencement of all civil works for all projects implemented using the Discretionary Development Equalization Grant (DDEG),</p> <p>score 4 or 0</p>	<p>The L G did not have any projects where ESIAs were required to be carried out.</p>	4
4	<p>Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.</p> <p>Maximum score is 12</p>	<p>c. If the LG has a Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG);;</p> <p>score 4 or 0</p>	<p>The LG did not avail any evidence to show that the costed ESMPs of all the DDEG implemented projects. The LG did not avail any evidence to show that the costed ESMPs of all the DDEG implemented projects.</p>	0

Financial management and reporting

5	<p>Evidence that the LG does not have an adverse or disclaimer audit opinion for the previous FY.</p> <p>Maximum score is 10</p>	<p>If a LG has a clean audit opinion, score 10;</p> <p>If a LG has a qualified audit opinion, score 5</p> <p>If a LG has an adverse or disclaimer audit opinion for the previous FY, score 0</p>	<p>Awaits OAG Report for FY 2019/2020 in January, 2021</p>	0
6	<p>Evidence that the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes issues, recommendations, and actions against all findings where the Internal Auditor and Auditor General recommended the Accounting Officer to act (PFM Act 2015).</p> <p>maximum score is 10</p>	<p>If the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g),</p> <p>score 10 or else 0.</p>	<p>The LG provided information to the PS/ST on the status of implementation on queries raised by both the IAG and OAG as detailed here under; The CAO responded to the 7 queries that were raised by the Internal Auditor General in respect of FY 2018/2019 per letter under reference CR/D/252/1 that was copied to the IGG, IAG, MoLG, LGPAC Accountant General, OAG and the District Internal Auditor. All the 7 queries that were responded to were cleared.</p> <p>The LG responded to the 25 queries raised by OAG in FY 2018/2019 vide letter dated 6th December, 2019 reference CR/D/252/01 out of which 21 queries were cleared. The LG provided information to the PS/ST on the status of implementation on queries raised by both the IAG and OAG</p>	0
7	<p>Evidence that the LG has submitted an annual performance contract by August 31st of the current FY</p> <p>Maximum Score 4</p>	<p>If the LG has submitted an annual performance contract by August 31st of the current FY,</p> <p>score 4 or else 0.</p>	<p>The DLG using electronic means (PBS) submitted an Annual Performance Contract on 8th June, 2020.</p>	4
8	<p>Evidence that the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year</p> <p>maximum score 4 or else 0</p>	<p>If the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year,</p> <p>score 4 or else 0.</p>	<p>The DLG using electronic means (PBS) submitted the Annual Performance Report for FY 2019/2020 on 7th August, 2020 in the current Financial Year.</p>	4

Evidence that the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year

Maximum score is 4

If the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year,

score 4 or else 0.

Rubanda DLG submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY 2019/2020 by August 31 of the current Financial Year through PBS on line as follows:

1st Quarter on 04/01/2020;

2nd Quarter on 04/02/2020;

3rd Quarter on 15/05/2020;

4th Quarter on 31/08/2020.